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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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#4
1/5/09

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
January 5, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICERS' REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

12-30-08 11:53 AM

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 5, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of December 15, 2008

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATION AGENDA

(5) **Commendation for Gerald "Jerry" H. Bibelheimer, Senior Social Worker upon his retirement after 19 years of service to the City & County of San Francisco. (File No. 0580-08-1) – Action Item**

Recommendation: Approve.

(6) **Commendation for Richard Rothman, Management Assistant, upon his retirement after 25 years of service to the City & County of San Francisco. (File No. 0581-08-1) – Action Item**

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0563-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4164-06/07	Mayor's Office	Increase Amount $0.00 New Amount $900,000	Will provide state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Modi-fication	06/30/09

December 15, 2008: Postpone to the meeting of January 5, 2009 at the request of IFPTE Local 21.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Review of request for approval of proposed personal services contracts. (File No. 0582-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-08/09	Treasurer/ Tax Collector	$360,000	Will provide installation of a Treasury workstation system in the Investment, Banking, and Treasury Accounting sections, including license & maintenance.	Regular	03/01/14
4075-08/09	Controller	$9,000,000	Will perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments funds.	Regular	06/30/14
4076-08/09	Juvenile Probation	$150,000	Will be responsible for resolving grievances submitted by detained youth at JPD detention facilities.	Regular	01/31/12
4077-08/09	Municipal Transportation Agency	$99,000	Will perform professional services to organize, promote, and conduct bicycle safety education classes in San Francisco for adults and children in accordance with League of American Bicyclist National Bike Ed curriculum.	Regular	01/31/11
4078-08/09	Municipal Transportation Agency	$484,700	Will provide removal and replacement of the drive axles from 130 standard trolley coaches and 30 articulated coaches.	Regular	06/30/09
4079-08/09	Municipal Transportation Agency	$99,000	Will provide services to coordinate and promote the City's Bike to Work Day program for the next two years.	Regular	01/31/11
4080-08/09	Port	$400,000	Will provide construction support and perform other tasks as required to complete the Mission Bay Shoreline Protection for Bayfront Park Project.	Regular	12/31/10

4082-08/09	Public Utilities Commission	$132,000	Will provide installation of proprietary software and integrate it with the data historian program and the GIS systems already in use by the SFPUC.	Regular	01/31/10
4083-08/09	General Services Agency/County Clerk	$208,000	Will provide services on project management, installation, testing, custom card design, verification training, equipment maintenance, preventive maintenance and repair for a turnkey proprietary Municipal ID system.	Regular	01/14/10
4084-08/09	Public Works	$3,000,000	Will perform as needed specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, compliance with land surveying services, and pier and marina renovation.	Regular	05/01/14
4085-08/09	Public Works	$3,000,000	Will perform as needed specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, and seismic refraction profiling.	Regular	05/01/14
2013-04/05	Public Health	Increase Amount $310,000,000 New Amount $750,000,000	Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability and geographic diversity of San Francisco's various target populations.	Modification	06/30/09
4059-06/07	Planning	Increase Amount $0.00 New Amount $480,000	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project.	Modification	12/31/10
4128-06/07	Municipal Transportation Agency	Increase Amount $523,915 New Amount $823,915	Will provide comprehensive environmental review of San Francisco Bicycle Plan Update to satisfy requirements to Superior Court injunction and California Environmental Quality Act (CEQA).	Modification	12/31/09
4026-07/08	Office of Economic and Workforce Development	Increase Amount $0.00 New Amount $150,000	Will develop and implement a public media campaign and an employer outreach program on the City's labor laws. Work products may include the development of public service announcements, production of written and web-based informational materials.	Modification	01/31/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by Mark Bellinger of the job announcement for the Position-Based Testing examination for Class 0922 Manager/Harbormaster (#PBT-0922-054349). (File No. 0572-08-4) – Action Item

Recommendation: Postpone to the meeting of February 2, 2009 at the request of the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4013-08/09. (File No. 0379-08-8) – Action Item

September 15, 2008: Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser.

December 15, 2008: Postpone to the meeting of January 5, 2009 by mutual agreement of IFPTE Local 21 and the Municipal Transportation Agency.

Recommendation: Accept the report; file.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) Request for hearing of the automatic resignation by Erick S. Johnson, General Laborer (Job Code 7514) with the Public Utilities Commission. (File No. 0412-08-7) - Action Item

December 15, 2008: Approve the automatic resignation and deny the appeal by Erick Johnson. (Vote of 2 to 1; Commissioner Normandy dissents.) Continue to the meeting of January 5, 2009. (Three (3) votes are needed for Commission action.)

Recommendation:

(1) Approve the automatic resignation and deny the appeal by Erick Johnson;
(2) Cancel any current examination and eligibility status;
(3) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service;
(4) No future employment with the Public Utilities Commission

EXECUTIVE OFFICERS' REPORT

(12) Fiscal Year 2009-10 Civil Service Commission Budget Request. (File No. 0565-08-1) – Action Item

December 15, 2008: Accept report. Direct Commission staff to prepare Fiscal Year 2009-10 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 2, 2009, incorporating changes made by the Commission up to February 20, 2009, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by February 20, 2009.

Recommendation: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2009-10 Budget Request, incorporate changes, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by February 20, 2009.

(13) Progress.Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (File No. 0565-08-1) – Action Item

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

Recommendation: Open for discussion.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5/09

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
January 5, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:12 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Not Present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Criss Romero, IFPTE Local 21 spoke regarding the letter from IFPTE Local 21 dated December 24, 2008 requesting all PSCs on the agenda be postponed to a future meeting to allow Local 21 the opportunity to meet with the departments involved.

APPROVAL OF MINUTES

Regular Meeting of December 15, 2008

Action: Approve. (Vote of 3 to 0)

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0580-08-1 **Commendation for Gerald "Jerry" H. Bibelheimer, Senior Social Worker upon his retirement after 19 years of service to the City & County of San Francisco. (Item No. 5)**

Speakers: President Donald A. Casper
Gerald "Jerry" H. Bibelheimer, Commendation Recipient

Action: Approve. (Vote of 3 to 0)

0581-08-1 **Commendation for Richard Rothman, Management Assistant, upon his retirement after 25 years of service to the City & County of San Francisco. (Item No. 6)**

Speakers: President Donald A. Casper
Richard Rothman, Commendation Recipient

Action: Approve. (Vote of 3 to 0)

0563-08-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4164-06/07	Mayor's Office	Increase Amount $0.00 New Amount $900,000	Will provide state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Modi-fication	06/30/09

December 15, 2008: Postpone to the meeting of January 5, 2009 at the request of IFPTE Local 21.

Speakers: None.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0582-08-8 **Review of request for approval of proposed personal services contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-08/09	Treasurer/ Tax Collector	$360,000	Will provide installation of a Treasury workstation system in the Investment, Banking, and Treasury Accounting sections, including license & maintenance.	Regular	03/01/14
4075-08/09	Controller	$9,000,000	Will perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments funds.	Regular	06/30/14
4076-08/09	Juvenile Probation	$150,000	Will be responsible for resolving grievances submitted by detained youth at JPD detention facilities.	Regular	01/31/12

4077-08/09	Municipal Transportation Agency	$99,000	Will perform professional services to organize, promote, and conduct bicycle safety education classes in San Francisco for adults and children in accordance with League of American Bicyclist National Bike Ed curriculum.	Regular	01/31/11
4078-08/09	Municipal Transportation Agency	$484,700	Will provide removal and replacement of the drive axles from 130 standard trolley coaches and 30 articulated coaches.	Regular	06/30/09
4079-08/09	Municipal Transportation Agency	$99,000	Will provide services to coordinate and promote the City's Bike to Work Day program for the next two years.	Regular	01/31/11
4080-08/09	Port	$400,000	Will provide construction support and perform other tasks as required to complete the Mission Bay Shoreline Protection for Bayfront Park Project.	Regular	12/31/10
4082-08/09	Public Utilities Commission	$132,000	Will provide installation of proprietary software and integrate it with the data historian program and the GIS systems already in use by the SFPUC.	Regular	01/31/10
4083-08/09	General Services Agency/County Clerk	$208,000	Will provide services on project management, installation, testing, custom card design, verification training, equipment maintenance, preventive maintenance and repair for a turnkey proprietary Municipal ID system.	Regular	01/14/10
4084-08/09	Public Works	$3,000,000	Will perform as needed specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, compliance with land surveying services, and pier and marina renovation.	Regular	05/01/14
4085-08/09	Public Works	$3,000,000	Will perform as needed specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, and seismic refraction profiling.	Regular	05/01/14
2013-04/05	Public Health	Increase Amount $310,000,000 New Amount $750,000,000	Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability and geographic diversity of San Francisco's various target populations.	Modification	06/30/09
4059-06/07	Planning	Increase Amount $0.00 New Amount $480,000	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project.	Modification	12/31/10
4128-06/07	Municipal Transportation Agency	Increase Amount $523,915 New Amount $823,915	Will provide comprehensive environmental review of San Francisco Bicycle Plan Update to satisfy requirements to Superior Court injunction and California Environmental Quality Act (CEQA).	Modification	12/31/09
4026-07/08	Office of Economic and Workforce Development	Increase Amount $0.00 New Amount $150,000	Will develop and implement a public media campaign and an employer outreach program on the City's labor laws. Work products may include the development of public service announcements, production of written and web-based informational materials.	Modification	01/31/09

0582-08-8 (continued)

Speakers: Janet Tolenada, Treasurer/Tax Collector's Office spoke on PSC #4074-08/09.
Sue Wong, Juvenile Probation spoke on PSC #4076-08/09.
Elson Hao, Municipal Transportation Agency spoke on PSC #4078-08/09.
Shahnam Farhangi and Nick Carr, Municipal Transportation Agency spoke on PSC #4079-08/09.
Norma Nelson and Ken Chu, Port spoke on PSC #4080-08/09.
David Scott and Sheila Garrett, Public Utilities Commission spoke on PSC #4082-08/09.
Joan Lubamersky and Karen Hong Yee, General Services Agency/County Clerk spoke on PSC #4083-08/09.
Jacquie Hale and Jim Stillwell, Department of Public Health and Criss Romero, IFPTE Local 21 spoke on PSC #2013-04/05.
Jennifer Matz, Office of Economic & Workforce Development and Criss Romero, IFPTE Local 21 spoke on PSC #4026-07/08.

Action:
(1) Adopt the Human Resources Director's report on PSC #s 4076-08/09 and 4083-08/09 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0572-08-4 **Appeal by Mark Bellinger of the job announcement for the Position-Based Testing examination for Class 0922 Manager/Harbormaster (#PBT-0922-054349). (Item No. 9)**

Speakers: None.

Action: Postpone to the meeting of February 2, 2009 at the request of the Department of Human Resources. (Vote of 3 to 0)

0379-08-8 **Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4013-08/09. (Item No. 10)**

September 15, 2008: Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser.

December 15, 2008: Postpone to the meeting of January 5, 2009 by mutual agreement of IFPTE Local 21 and the Municipal Transportation Agency.

Speakers: Jeffery Gary, Municipal Transportation Agency
Criss Romero, IFPTE Local 21

Action: Continue to the meeting of February 2, 2009. (Vote of 3 to 0)

0412-08-7 **Request for hearing of the automatic resignation by Erick S. Johnson, General Laborer (Job Code 7514) with the Public Utilities Commission. (Item No. 11)**

December 15, 2008: Approve the automatic resignation and deny the appeal by Erick Johnson. (Vote of 2 to 1; Commissioner Normandy dissents.) Continue to the meeting of January 5, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Postpone to the meeting of February 2, 2009 at the request of Vince Courtney, Laborers Local 261. (Vote of 3 to 0)

0565-08-1 **Fiscal Year 2009-10 Civil Service Commission Budget Request. (Item No. 12)**

December 15, 2008: Accept report. Direct Commission staff to prepare Fiscal Year 2009-10 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 2, 2009, incorporating changes made by the Commission up to February 20, 2009, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by February 20, 2009.

Speakers: Sandra Eng, Civil Service Commission

0565-08-1 (continued)

Action: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2009-10 Budget Request, incorporate changes, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by February 20, 2009. (Vote of 3 to 0)

0565-08-1 **Progress Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (Item No. 13)**

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

Speakers: None.

Action: Accept the staff report; Proceed with the salary survey and report progress to the Commission. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 14)

Criss Romero, IFPTE Local 21 stated that IFPTE Local 21 would like to be involved in any discussions by the Commission on how PSCs are being reviewed in light of lay-offs.

Ging Louie, IFPTE Local 21 stated that a memo will be forthcoming from Local 21 on its research into lobbying services in other jurisdictions as described in PSC #4164-06/07.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

None.

ADJOURNMENT (Item No. 16)

3:38 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Agenda and Notice of Special Meeting

Friday, January 16, 2009

01-08-09A11:05 RCVD

1:00 p.m.

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Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. **Challenge to Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007: (1) Decision Whether Assignment to Sergeants of Work Traditionally Performed by Q-35 Assistant Inspectors and 0380 Inspectors as Described in the Class Specifications for those Ranks was Proper under Civil Service Commission Rules; (2) If Not, Decision as to the Appropriate Remedies. (File No. 0268-08-1) ACTION ITEM**

Continuation of Hearing of Appeals from Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Classification Decision and the Q-50 Sergeant Appointments and Assignments and the Failure to Appoint Appellants to Q-35 Assistant Inspector. (File No. 0268-08-1) ACTION ITEM

Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (Discussion and Possible Action Item) California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

Note: In addition to raising issues that relate to enforcement of judicial decrees as to which the City is a party in the *Officers for Justice* litigation (*Officers for Justice et al. v Civil Service Commission et al.* (N.D.Cal., Case Nos. C73-0657 and C77-2884), this appeal also relates to a recent suit filed against the City in federal court, *Stockwell et al. v. CCSF, et al.* (N.D.Cal., San Francisco Division, Civ. No. CV 08 5190, filed November 17, 2008), which raises different issues than the appeal.

D) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

July 2, 2007:	Postpone to the meeting of July 16, 2007 at the request of the appellants.
July 16, 2007:	1. Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mario Machi. Mr. Machi failed to appear. 2. Continue all remaining appeals to the meeting of August 6, 2007.
August 6, 2007:	1. Approve appellant Thomas O'Connor's request to be excused from hearing due to a long standing medical appointment. His appeal will be heard along with the other appeals on the use of the Q-35/0380 Inspector Series at the San Francisco Police Department. (Vote of 4 to 0) 2. Deny appeals without prejudice. Appeals may be brought when a classification decision is made by the Human Resources Director regarding the Q-50 and Q-35/0380 classes. (Vote of 4 to 0) 3. The Commission requested an Opinion of the City Attorney on the jurisdiction of the Court and the Commission to interpret and enforce the Stipulation and Order Re: Selection Procedure for the 1998 Q-35 Assistant Inspector Examination; and to provide guidance on the meaning of certain provisions therein. (Vote of 4 to 0)
April 21, 2008:	The Commission directed the Executive Officer to schedule a hearing on the requests for hearing filed. (Vote of 3 to 0)

June 16, 2008:	1. A classification action under Civil Service Commission jurisdiction has occurred. (Vote of 4 to 1; Commissioner Becerril dissents.) 2. Appeals of the classification action were timely. (Vote of 5 to 0)
Request for Information:	The Commission also scheduled a follow-up hearing on August 18, 2008 and requested the following additional information: 1. The Civil Service Commission's jurisdiction and its ability to interpret various provisions of the Stipulation and Order issued by the Court on October 26, 1998, regarding the selection process of the Q-35 examination and other related orders terminating the Consent Decree. 2. A briefing of Administrative Code Sections 2A.75 through 2A.78 on the powers of the Chief of Police and Police Commission to reorganize the department and make assignments. 3. The specific job duties of the Q-35, Q-50, and 0380 positions and their similarities and differences. 4. What remedies does the Civil Service Commission have at its disposal in this situation?
August 4, 2008:	Postpone to September 15, 2008; City Attorney to provide the opinion including the status of the Q-35 List ID 21055 and other information requested from departments. (Vote of 3 to 1; Vice President Gorrono dissents.)
September 22, 2008:	1) The 1998 Q-35 Assistant Inspector Eligible List is still in effect. (Vote of 3 to 0)
Statement of President Casper on his vote	In their written submissions to this Commission, the Department of Human Resources and the Police Department have argued that this Commission has no jurisdiction to interpret the October 26, 1998, Stipulation and Order regarding selection procedure for the 1998 Q-35 Assistant Inspector examination, which Stipulation and Order was entered by the Federal District Court in the Consent Decree litigation. No, we do not have jurisdiction to interpret the Court's order. However, the Civil Service Commission was a party to that litigation; the Civil Service Commission was the first named defendant. Consequently, the Civil Service Commission is of course bound by all orders of the Court entered in that litigation. While it is not within our jurisdiction to interpret the Court's order, we have the task of determining what are

our responsibilities and duties under the Order. If the Order applies to us, we must take action in compliance with the Order.

Now the Order affects the Q-35 list in several ways. The principal way in which the Order affects the Q-35 list is the list's duration. Its duration, as stated by the Court, is not without ambiguity. It can be read in several ways. One way is this: the Q-35 list shall remain in effect for four (4) years. However, if and when a new Q-35 list is adopted, whether before the expiration of four (4) years or after four (4) years, the Q-35 list expires. Well, that reading cannot be said to comport with the intentions of the parties. Under that reading, the City could have cut off the list after, let's say, the expiration of two (2) years by holding another Q-35 examination. That could not have been the intent of the parties at that time.

2a) First is: that the hearing of this matter be continued, and that at a further hearing the Commission address the issues of whether the assignments of the Q-50 Sergeants to work traditionally performed by Q-35 Assistant Inspectors and 0380 Inspectors as described in the class specifications for the latter two ranks were proper. Furthermore, that if the Commission formally finds that the assignments were improper under Civil Service Commission Rules, that the Commission examine and make a decision regarding the appropriate remedies.
2b) Second is: that the Commission ask the Chief of Police, between the date of this hearing and the date of the next hearing on this matter, to refrain from further assigning Q-50 Sergeants to work traditionally performed by Q-35 Assistant Inspectors and 0380 Inspectors, as such work is described in the class specifications for the latter two ranks. (Vote of 3 to 0)

September 29, 2008: Continue the meeting in two (2) weeks and request the Chief of Police to not make Q-50 appointments to traditionally Q-35 Assistant Inspector positions until this matter is resolved. (Vote of 4 to 0)

Note: The Commission directed the Executive Officer to check with Commissioners' schedules and the availability of a hearing room in scheduling the continued meeting.

November 24, 2008: Meeting cancelled.

Recommendation: Open for discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 1/6/09

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

Civil Service Commission

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January 16, 2009 - Special Meeting

Amended

Minutes of Special Meeting

Friday, January 16, 2009

1:00 p.m.

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I. The Special Meeting was called to order at 1:20 p.m.

Present: President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Mary Y. Jung

Not Present: Commissioner Joy Y. Boatwright (Notified absence)
Commissioner E. Dennis Normandy (Notified absence)

President Donald A. Casper presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. **Challenge to Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007: (1) Decision Whether Assignment to Sergeants of Work Traditionally Performed by Q-35 Assistant Inspectors and 0380 Inspectors as Described in the Class Specifications for those Ranks was Proper under Civil Service Commission Rules; (2) If Not, Decision as to the Appropriate Remedies.(File No. 0268-08-1) ACTION ITEM**

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Speakers: Michelle Rodriguez, Public Advocates

Julian Hill, Officers for Justice

Elizabeth Salveson, Deputy City Attorney

David Shinn, Deputy Chief – Investigations Bureau, SFPD

Bruce Topp, Department of Human Resources

John Affeldt, Public Advocates

John Kraus, Department of Human Resources

Alice Villagomez, Human Resources Director, SFPD

Michael Lewis, Appellant

IV. Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

Closed Session started at 4:26 p.m. in City Hall, Room 416 and the following were present:

President Donald A. Casper
Vice President Morgan R. Gorrono
Mary Y. Jung, Commissioner
Anita Sanchez, Executive Officer, CSC
Paul Zarefsky, Deputy City Attorney
Sandra Eng, Assistant Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission

Closed Session ended at 5:30 p.m.

V. Reconvened in Open Session at 5:31 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

Action: 1) The Commission finds that all appointments made to the rank of Q-50 Sergeant from the eligible list resulting from the Q-50 examination administered in 2006 were and remain valid appointments

2) The Commission orders the Department of Human Resources to amend the class specification for Q-50 Sergeant in such a way as to make clear that the duties of Q-50 Sergeant extend to full investigative matters pursuant to policies adopted by the Police Department. The amendment of such specification will be subject to all existing Civil Service Commission Rules regarding appeals from classification actions of the Human Resources Director.

3) In the interim between the present day and the amendment of the class specification of Q-50 Sergeant, assignments of Q-50 Sergeants to the Investigations Bureau may continue in place.

4) The Commission orders that until the class specification for Q-50 Sergeant is amended, there be no increase in the number of assignments of Q-50 *Sergeants* to the Investigations Bureau.

5) The Commission finds that the assignments of Q-50 Sergeants to work historically and routinely performed by Q-35 Assistant Inspectors and 0380 Inspectors, facially violated Civil Service Commission Rules, and on that basis the Commission orders that a new examination be given.

6) Pursuant to Section 211.3 of Civil Service Commission Rules, the Commission orders that the Department of Human Resources hold a hybrid examination for the Q-35/Q-50 ranks as soon as may practicably be done.

7) Pursuant to Section 211.3 of the Civil Service Commission Rules, the Director of Human Resources is empowered to rule on all matters relating to such hybrid examination, subject to appeal to this Commission when appropriate, as allowed under these Rules.

8) Until the adoption of an eligible list resulting from such hybrid examination, the Chief of Police may, although is not required to, make appointments to the rank of Q-35 Assistant Inspector from the existing List adopted in November of 1998.

9) Nothing contained in the foregoing eight provisions should be construed to create a right on the part of eligibles remaining on the November 1998 Q-35 List to be appointed to Q-35 Assistant Inspector. (Vote of 3 to 0)

VI. Adjournment

6:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

AGENDA

Regular Meeting
of
February 2, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

C. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City & County of San Francisco
CIVIL SERVICE COMMISSION
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

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Main Library, Civic Center
Attn: Government Info. Center
Box 41 (AG)

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 2, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of January 5, 2009

Recommendation: Approve.

Special Meeting of January 16, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATION AGENDA

(5) **Commendation for Yu Yee Wu-Sheridan for her dedicated service to the City and County of San Francisco as Civil Service Commissioner from February 2007 to November 2008. (File No. 0023-09-1) – Action Item**

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0024-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2002-08/09	Human Services Agency	$26,500,000	Will provide services to Community-based family resource centers that operate to serve all patients for specific parenting skills, parenting guides, crisis counseling and intervention.	Continuing	06/30/14
2003-08/09	Human Services Agency	$160,000,000	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	Continuing	06/30/14
2004-08/09	Human Services Agency	$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2005-08/09	Human Services Agency	$38,500,000	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	Continuing	06/30/14
2006-08/09	Human Services Agency	$25,415,000	Will provide support services to the Agency, including but limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks and equipment maintenance.	Continuing	06/30/14
2007-08/09	Human Services Agency	$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14

2009-08/09	Human Services Agency	$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14
4086-08/09	Department of the Environment	$90,000	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	Regular	12/31/13
4087-08/09	Department of the Environment	$264,000	Will provide consulting to develop long-term strategy for Clean Air Program, advice on latest technology, and support and outline funding options for Clean Air projects.	Regular	06/30/13
4088-08/09	Mayor's Office	$187,200	Will conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	03/31/09
4089-08/09	Arts Commission	$100,000	Will create a temporary public art project, including rotating poster series, with auxiliary public programming for the Arts Commission's Art on Market Street Program which brings contemporary art by Bay Area artist to SF's main thoroughfare year round.	Regular	12/30/10
4090-08/09	Arts Commission	$5,500,000	Will design, fabricate, transport and install artwork in a variety of media for SFGH new Acute Care Unit as part of the capital projects for the hospital.	Regular	12/31/15
4091-08/09	Fire Department	$200,000	Will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results.	Regular	06/30/11
4092-08/09	Human Resources	$4,000,000	Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and re-pricing, Preferred Provider Organization (PPO) administration, State-mandated utilization review and case management.	Regular	06/30/12
4093-08/09	Public Utilities Commission	$1,600,000	Will plan, conduct and evaluate Emergency Response training and tabletop exercises for key Division Coordination Center Staff at City Distribution Division (CDD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and WasteWater (WWE)	Regular	03/15/13
4094-08/09	Emergency Management	$4,000,000	Will provide the creation of the Northern California Regional Intelligence Center (NCRIC), a regional multi-jurisdiction fusion center with representatives from numerous other public and private entities through a contract with the County of San Mateo.	Regular	06/30/11
4095-08/09	Public Works	$12,000,000	Will provide architectural and engineering planning, design and construction support services for the complete, new $125M Public Safety Building. The A/E Team shall be primarily responsible for the core and shell.	Regular	06/30/15
3090-07/08	Public Utilities Commission	Increase Amount $0.00 New Amount $46,000	Will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership.	Modi-fication	06/30/10

4148-07/08	Department of Technology	Increase Amount $2,050,000 New Amount $2,550,000	Will provide at the approval of in-house staff, as needed printing and bindery services to include two-color printing, collating, folding and binding.	Modi-fication	04/14/13
4192-07/08	Department of Technology	Increase Amount $1,250,000 New Amount $1,500,000	Will provide scanning and electronic imaging services to convert a City department's paper based documents, photographs and microfilm/microfiche into digital images and to create an index of all imaged documents.	Modi-fication	06/30/10

Recommendation of the Human Resources Director:

(1) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.

(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Mark Bellinger of the job announcement for the Position-Based Testing examination for Class 0922 Marina Manager/Harbormaster (#PBT-0922-054349). (File No. 0572-08-4) – Action Item

January 5, 2009: Postpone to the meeting of February 2, 2009 at the request of the Department of Human Resources.

Recommendation: Withdraw appeal.

(8) Proposed Amendments to Civil Service Commission Rule Series 018 - Conflict of Interest. (File No. 0025-09-5) – Action Item

Recommendation: Post for meet and confer.

(9) Proposed amendments to Return Omitted Language to Civil Service Commission Rules 110.9.1 and 410.9.1 – Qualifications of Applicants. (File No. 0030-09-5) – Action Item

Recommendation: Post for adoption.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Review of request for approval of proposed personal services contracts. (File No. 0026-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4096-08/09	Municipal Transportation Agency	$147,375,171	Will provide program management and construction management services for construction of central subway, Phase 2 of Third Street Light Rail Project.	Regular	03/01/19

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(11) Review of request for approval of proposed personal services contracts. (File No. 0028-09-8) – Action Item

4097-08/09	Public Utilities Commission	Increase Amount $525,000 New Amount $571,000	Will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership.	Modi-fication	06/30/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(12) Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4013-08/09. (File No. 0379-08-8) – Action Item

September 15, 2008: Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser.

December 15, 2008: Postpone to the meeting of January 5, 2009 by mutual agreement of IFPTE Local 21 and the Municipal Transportation Agency.

January 5, 2009: Continue to the meeting of February 2, 2009.

Recommendation: Accept the report; file.

(13) Adoption of Statement by the Civil Service Commission regarding its January 16, 2009 Decision in the following matter. (File No. 0268-08-1) – Action Item

Challenge to the Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007: 1) Whether Assignment to Sergeants of Work Traditionally Performed by Q-35 Assistant Inspectors and 0380 Inspectors as Described in the Class Specifications for those Ranks was Proper under Civil Service Commission Rules; 2) If Not, the Appropriate Remedies.

Appeals from Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Classification Decision and the Q-50 Sergeant Appointments and Assignments and the Failure to Appoint Appellants to Q-35 Assistant Inspector.

January 16, 2009:

1) The Commission finds that all appointments made to the rank of Q-50 Sergeant from the eligible list resulting from the Q-50 examination administered in 2006 were and remain valid appointments

2) The Commission orders the Department of Human Resources to amend the class specification for Q-50 Sergeant in such a way as to make clear that the duties of Q-50 Sergeant extend to full investigative matters pursuant to policies adopted by the Police Department. The amendment of such specification will be subject to all existing Civil Service Commission Rules regarding appeals from classification actions of the Human Resources Director.

3) In the interim between the present day and the amendment of the class specification of Q-50 Sergeant, assignments of Q-50 Sergeants to the Investigations Bureau may continue in place.

4) The Commission orders that until the class specification for Q-50 Sergeant is amended, there be no increase in the number of assignments of Q-50 Sergeants to the Investigations Bureau.

5) The Commission finds that the assignments of Q-50 Sergeants to work historically and routinely performed by Q-35 Assistant Inspectors and 0380 Inspectors, facially violated Civil Service Commission Rules, and on that basis the Commission orders that a new examination be given.

6) Pursuant to Section 211.3 of Civil Service Commission Rules, the Commission orders that the Department of Human Resources hold a hybrid examination for the Q-35/Q-50 ranks as soon as may practicably be done.

7) Pursuant to Section 211.3 of the Civil Service Commission Rules, the Director of Human Resources is empowered to rule on all matters relating to such hybrid examination, subject to appeal to this Commission when appropriate, as allowed under these Rules.

0268-08-1 (continued)

8) Until the adoption of an eligible list resulting from such hybrid examination, the Chief of Police may, although is not required to, make appointments to the rank of Q-35 Assistant Inspector from the existing List adopted in November of 1998.

9) Nothing contained in the foregoing eight provisions should be construed to create a right on the part of eligibles remaining on the November 1998 Q-35 List to be appointed to Q-35 Assistant Inspector. (Vote of 3 to 0)

Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

D) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) and San Francisco Administrative Code Section 67.12(b).

Recommendation: Open for discussion.

(14) Scheduling of Special Meeting for Civil Service Reform. (File No. 0031-09-1) – Action Item

Recommendation: Open for discussion.

(15) Discussion of Civil Service Commission Review of Personal Services Contract (PSC) Requests. (File No. 0032-09-8) - Discussion Only Item

Recommendation: Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(16) Request for hearing of the automatic resignation by Erick S. Johnson, General Laborer (Job Code 7514) with the Public Utilities Commission. (File No. 0412-08-7) - Action Item

December 15, 2008: Approve the automatic resignation and deny the appeal by Erick Johnson. (Vote of 2 to 1; Commissioner Normandy dissents.) Continue to the meeting of January 5, 2009. (Three (3) votes are needed for Commission action.)

January 5, 2009: Postpone to the meeting of February 2, 2009 at the request of Vince Courtney, Laborers Local 261.

Recommendation:

(1) Approve the automatic resignation and deny the appeal by Erick Johnson;
(2) Cancel any current examination and eligibility status;
(3) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service;
(4) No future employment with the Public Utilities Commission

EXECUTIVE OFFICERS' REPORT

(17) Fiscal Year 2009-10 Civil Service Commission Budget Request. (File No. 0565-08-1) – Action Item

December 15, 2008: Accept report. Direct Commission staff to prepare Fiscal Year 2009-10 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 2, 2009, incorporating changes made by the Commission up to February 20, 2009, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by February 20, 2009.

January 5, 2009: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2009-10 Budget Request, incorporate changes, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by February 20, 2009.

Recommendation: Approve Fiscal Year 2009-10 Budget Request and submit to the Mayor and Controller by February 20, 2009; Continue to negotiate amounts.

(18) Progress Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (File No. 0565-08-1) – Action Item

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

Recommendation: Open for discussion.

(19) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(20) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(21) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
February 2, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GOVERNMENT
DOCUMENTS DEPT

FEB - 9 2009

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:12 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present (Left at 5:25 p.m.; Missed Item #s 16,17,18,19,20,21)

President Donald A. Casper presided.

President Donald A. Casper introduced Commissioner Joy Y. Boatwright and extended a warm welcome as the newly appointed Commissioner.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Margot Reed, SEIU Local 1021 requested to postpone PSC #s 2000-08/09 through 2009-08/09 to the meeting of March 2, 2009.

Joe Brenner, IFPTE Local 21 stated that Local 21 would speak on Items 12 and 15.

APPROVAL OF MINUTES

Regular Meeting of January 5, 2009

Action: Approve. (Vote of 5 to 0)

Special Meeting of January 16, 2009

Action: Approve as amended. (Vote of 5 to 0)

COMMENDATION AGENDA

0023-09-1 **Commendation for Yu-Yee Wu Sheridan for her dedicated service to the City and County of San Francisco as Civil Service Commissioner from February 2007 to November 2008. (Item No. 5)**

Speakers: President Donald A. Casper
Yu-Yee Wu Sheridan, Recipient
The Commissioners extended accolades to former Commissioner Wu Sheridan and wished her the best of health and happiness in the future.

Action: Adopt. (Vote of 5 to 0)

0024-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2002-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$26,500,000	Will provide services to Community-based family resource centers that operate to serve all patients for specific parenting skills, parenting guides, crisis counseling and intervention.	Continuing	06/30/14
2003-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$160,000,000	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	Continuing	06/30/14
2004-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2005-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$38,500,000	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	Continuing	06/30/14

2006-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$25,415,000	Will provide support services to the Agency, including but limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks and equipment maintenance.	Continuing	06/30/14
2007-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09 *Postpone to meeting of 3/2/09*	Human Services Agency	$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14
4086-08/09	Department of the Environment	$90,000	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	Regular	12/31/13
4087-08/09	Department of the Environment	$264,000	Will provide consulting to develop long-term strategy for Clean Air Program, advice on latest technology, and support and outline funding options for Clean Air projects.	Regular	06/30/13
4088-08/09	Mayor's Office	$187,200	Will conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	03/31/09
4089-08/09	Arts Commission	$100,000	Will create a temporary public art project, including rotating poster series, with auxiliary public programming for the Arts Commission's Art on Market Street Program which brings contemporary art by Bay Area artist to SF's main thoroughfare year round.	Regular	12/30/10
4090-08/09	Arts Commission	$5,500,000	Will design, fabricate, transport and install artwork in a variety of media for SFGH new Acute Care Unit as part of the capital projects for the hospital.	Regular	12/31/15
4091-08/09	Fire Department	$200,000	Will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results.	Regular	06/30/11
4092-08/09	Human Resources	$4,000,000	Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and re-pricing, Preferred Provider Organization (PPO) administration, State-mandated utilization review and case management.	Regular	06/30/12
4093-08/09	Public Utilities Commission	$1,600,000	Will plan, conduct and evaluate Emergency Response training and tabletop exercises for key Division Coordination Center Staff at City Distribution Division (CDD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and WasteWater (WWE).	Regular	03/15/13

4094-08/09	Emergency Management	$4,000,000	Will provide the creation of the Northern California Regional Intelligence Center (NCRIC), a regional multi-jurisdiction fusion center with representatives from numerous other public and private entities through a contract with the County of San Mateo.	Regular	06/30/11
4095-08/09	Public Works	$12,000,000	Will provide architectural and engineering planning, design and construction support services for the complete, new $125M Public Safety Building. The A/E Team shall be primarily responsible for the core and shell.	Regular	06/30/15
3090-07/08 *Withdrawn*	Public Utilities Commission	Increase Amount $0.00 New Amount $46,000	Will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership.	Modi-fication	06/30/10
4148-07/08	Department of Technology	Increase Amount $2,050,000 New Amount $2,550,000	Will provide at the approval of in-house staff, as needed printing and bindery services to include two-color printing, collating, folding and binding.	Modi-fication	04/14/13
4192-07/08	Department of Technology	Increase Amount $1,250,000 New Amount $1,500,000	Will provide scanning and electronic imaging services to convert a City department's paper based documents, photographs and microfilm/microfiche into digital images and to create an index of all imaged documents.	Modi-fication	06/30/10

Speakers:

Alexis Torres, IFPTE Local 21 and Dave Curto, Human Services Agency spoke on PSC #2000-08/09 through 2009-08/09.
Joe Brenner, IFPTE Local 21 requested to sever PSC #4087-08/09; 4088-08/09; 4090-08/09 and 4091-08/09.
Mark Westlund, Department of the Environment spoke on PSC #4086-08/09.
Joe Brenner, IFPTE Local 21 and Mark Westlund, Department of the Environment spoke on PSC #4087-08/09.
Alexis Torres, IFPTE Local 21 and Julian Low, Mayor's Office spoke on PSC #4088-08/09.
Joe Brenner, IFPTE Local 21 and Susan Pontius, Arts Commission spoke on PSC #4090-08/09.
Joe Brenner, IFPTE Local 21 and Captain Andy Zanoff, San Francisco Fire Department spoke on PSC #4091-08/09.
Kofo Domingo, Public Utilities Commission and Deputy Chief Greg Suhr, San Francisco Police Department spoke on PSC #4093-08/09.
Teresa Serata, Emergency Management spoke on PSC #4094-08/09.
Jim Buker, Department of Public Works spoke on PSC #4095-08/09.
David German, Department of Technology spoke on PSC #4192-07/08.

0024-09-8 (continued)

Action:

(1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021. (Vote of 5 to 0)

(2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

(3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission. (Vote of 5 to 0)

(4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0572-08-4 **Appeal by Mark Bellinger of the job announcement for the Position-Based Testing examination for Class 0922 Marina Manager/Harbormaster (#PBT-0922-054349). (Item No. 7)**

January 5, 2009: Postpone to the meeting of February 2, 2009 at the request of the Department of Human Resources.

Speakers: None.

Action: Accept withdrawal of the appeal. (Vote of 5 to 0)

0025-09-5 **Proposed Amendments to Civil Service Commission Rule Series 018 - Conflict of Interest. (Item No. 8)**

Speakers: Anita Sanchez, Executive Officer

Action: Post as amended for meet and confer. (Vote of 5 to 0)

0030-09-5 **Proposed amendments to Return Omitted Language to Civil Service Commission Rules 110.9.1 and 410.9.1 – Qualifications of Applicants. (Item No. 9)**

Speakers: Anita Sanchez, Executive Officer

Action: Post for adoption. (Vote of 5 to 0)

0026-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 10)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4096-08/09	Municipal Transportation Agency	$147,375,171	Will provide program management and construction management services for construction of central subway, Phase 2 of Third Street Light Rail Project.	Regular	03/01/19

Speakers: John Funghi, Municipal Transportation Agency
Gordon Chin, Chinatown Community Development Center
Manuel Flores, Carpenters Local 22
Ging Louie, IFPTE Local 21

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

Note: The Executive Officer was directed to request of the Central Subway Project a quarterly report on the progress of its discussions with IFPTE Local 21 regarding the use of City and County personnel on this project.

0028-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 11)**

4097-08/09	Public Utilities Commission	Increase Amount $525,000 New Amount $571,000	Will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership.	***Regular***	06/30/10

Speakers: Kofo Domingo, Public Utilities Commission

Action: Adopt the Human Resources Director's report as verbally amended. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0379-08-8 **Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4013-08/09. (Item No. 12)**

September 15, 2008: Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser.

December 15, 2008: Postpone to the meeting of January 5, 2009 by mutual agreement of IFPTE Local 21 and the Municipal Transportation Agency.

January 5, 2009: Continue to the meeting of February 2, 2009.

Speakers: Karen Hill and Talib Wafeeq, Municipal Transportation Agency and Criss Romero, IFPTE Local 21.

Action: Accept the report; file. (Vote of 4 to 0; Commissioner Gorrono missed vote)

Note: The Commission directed the Executive Officer to communicate with IFPTE Local 21 and the Municipal Transportation Agency and request that each meet to discuss their concerns and submit a report from the Municipal Transportation Agency as well as IFPTE Local 21at the meeting of March 2, 2009.

0268-08-1 **Adoption of Statement by the Civil Service Commission formalizing its reasons for its January 16, 2009 Decision in the following matter. (Item No. 13)**

Challenge to the Classification Decision Relating to Q-50 Sergeant Appointments and Assignments Made in August 2007: 1) Whether Assignment to Sergeants of Work Traditionally Performed by Q-35 Assistant Inspectors and 0380 Inspectors as Described in the Class Specifications for those Ranks was Proper under Civil Service Commission Rules; 2) If Not, the Appropriate Remedies.

Appeals from Q-35 Assistant Inspector Eligibles on List ID 21055 Challenging the Classification Decision and the Q-50 Sergeant Appointments and Assignments and the Failure to Appoint Appellants to Q-35 Assistant Inspector.

January 16, 2009: **1)** The Commission finds that all appointments made to the rank of Q-50 Sergeant from the eligible list resulting from the Q-50 examination administered in 2006 were and remain valid appointments

0268-08-1 (continued)

2) The Commission orders the Department of Human Resources to amend the class specification for Q-50 Sergeant in such a way as to make clear that the duties of Q-50 Sergeant extend to full investigative matters pursuant to policies adopted by the Police Department. The amendment of such specification will be subject to all existing Civil Service Commission Rules regarding appeals from classification actions of the Human Resources Director.

3) In the interim between the present day and the amendment of the class specification of Q-50 Sergeant, assignments of Q-50 Sergeants to the Investigations Bureau may continue in place.

4) The Commission orders that until the class specification for Q-50 Sergeant is amended, there be no increase in the number of assignments of Q-50 Sergeants to the Investigations Bureau.

5) The Commission finds that the assignments of Q-50 Sergeants to work historically and routinely performed by Q-35 Assistant Inspectors and 0380 Inspectors, facially violated Civil Service Commission Rules, and on that basis the Commission orders that a new examination be given.

6) Pursuant to Section 211.3 of Civil Service Commission Rules, the Commission orders that the Department of Human Resources hold a hybrid examination for the Q-35/Q-50 ranks as soon as may practicably be done.

7) Pursuant to Section 211.3 of the Civil Service Commission Rules, the Director of Human Resources is empowered to rule on all matters relating to such hybrid examination, subject to appeal to this Commission when appropriate, as allowed under these Rules.

8) Until the adoption of an eligible list resulting from such hybrid examination, the Chief of Police may, although is not required to, make appointments to the rank of Q-35 Assistant Inspector from the existing List adopted in November of 1998.

9) Nothing contained in the foregoing eight provisions should be construed to create a right on the part of eligibles remaining on the November 1998 Q-35 List to be appointed to Q-35 Assistant Inspector. (Vote of 3 to 0)

0268-08-1 (continued)

Note: A closed session on this item is possible. A closed session may not be held, but the option to hold a closed session is provided to the Commission.

The Commission did not to conduct a closed session.

Speakers: Nikolaus Borthne, Appellant

Action: Adopt as amended, the Statement by the Civil Service Commission formalizing its reasons for its January 16, 2009 decision on the Q-35/Q-50 matter. (Vote of 3 to 0; Commissioners Normandy and Boatwright recused due to their absence during deliberations at the meeting of January 16, 2009. Vote of 5 to 0)

0031-09-1 **Scheduling of Special Meeting for Civil Service Reform. (Item No. 14)**

Speakers: Anita Sanchez, Executive Officer

Action: Schedule a Special Meeting for Monday, February 23, 2009 at 2:00 p.m. in Room 400 City Hall for a briefing on Civil Service Reform. (Vote of 5 to 0)

0032-09-8 **Discussion of Civil Service Commission Review of Personal Services Contract (PSC) Requests. (Item No. 15)**

Speakers: Anita Sanchez, Executive Officer
Joe Brenner, IFPTE Local 21
Mary Marzotto, IFPTE Local 21
Criss Romero, IFPTE Local 21
Jennifer Johnston, Department of Human Resources

Action: No action was taken by the Commission.

0412-08-7 **Request for hearing of the automatic resignation by Erick S. Johnson, General Laborer (Job Code 7514) with the Public Utilities Commission. (Item No. 16)**

December 15, 2008: Approve the automatic resignation and deny the appeal by Erick Johnson. (Vote of 2 to 1; Commissioner Normandy dissents.) Continue to the meeting of January 5, 2009. (Three (3) votes are needed for Commission action.)

January 5, 2009: Postpone to the meeting of February 2, 2009 at the request of Vince Courtney, Laborers Local 261.

0412-08-7 (continued)

Speakers: Erick Johnson, Appellant
Michael De Bellis, Public Utilities Commission

Action: Approve the automatic resignation and deny the appeal by Erick Johnson; Cancel any current examination and eligibility status. (Vote of 4 to 0)

0565-08-1 **Fiscal Year 2009-10 Civil Service Commission Budget Request. (Item No. 17)**

December 15, 2008: Accept report. Direct Commission staff to prepare Fiscal Year 2009-10 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 2, 2009, incorporating changes made by the Commission up to February 20, 2009, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by February 20, 2009.

January 5, 2009: Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2009-10 Budget Request, incorporate changes, approve to submit the Fiscal Year 2009-10 Budget Request to the Controller and the Mayor by February 20, 2009.

Speakers: Sandra Eng, Civil Service Commission

Action: Approve Fiscal Year 2009-10 Budget Request and submit to the Mayor and Controller by February 20, 2009; Continue to negotiate amounts. (Vote of 4 to 0)

0565-08-1 **Progress Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (Item No. 18)**

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

Sylvia Johnson spoke on the City's budget problems and its affect on her health services.

Virginia Morgan requested information on the status of her request for hearing on a discrimination complaint.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)

6:03 p.m.

Q-35/Q-50 STATEMENT OF DECISION

In Spring 2005, the Department of Human Resources and the Police Department announced a plan to assign Q-50 Sergeants to the Police Department's Investigations Bureau. As part of the plan, no further appointments would be made to the rank of Q-35 Assistant Inspector. Incumbent Q-35 Assistant Inspectors and 0380 Inspectors would continue working in the bureau. However, when the last of them retired or otherwise left the department's employ, the inspectors' ranks would, in effect, become extinct. In such fashion, investigative responsibilities would shift to Q-50 Sergeants who could be rotated into and out of the Investigations Bureau.

In August 2007, the Police Department, with the cooperation of the Department of Human Resources, began implementing the plan. The Chief of Police appointed a number of Q-50 Sergeants from List ID 52766 and assigned them to the Investigations Bureau. Following that action, over 50 eligibles on List ID 21055 for Q-35 Assistant Inspector, the last eligible list adopted for that rank, appealed to the Civil Service Commission. They contended that the appointments and assignments were improper under the Civil Service Commission Rules.

This Commission has gone about its review and resolution of these appeals slowly and methodically, allowing all parties—the Department of Human Resources, the Police Department, and the appellants and their representatives—to present a considerable amount of testimony and documentary evidence and to fully develop their arguments. The Commission proceeded in stages. Our initial focus was necessarily jurisdictional. In a hearing on June 16, 2008, the Commission determined that once implementation of the plan was underway, with assignment of Q-50 Sergeants to work historically and routinely performed by Q-35 Assistant Inspectors and 0380 Inspectors, there had been a classification action by the Human Resources Director, which was appealable to the Civil Service Commission. (S.F. Charter, § 10.103, par. 10; CSC Rules, § 209.1.7.) In a subsequent hearing, on September 22, 2008, the Commission determined that the Q-35 eligible list, adopted in November 1998, is still an active list.

Finally, in a special meeting convened on January 16, 2009, the Civil Service Commission took up the issue of whether the assignments of Q-50 Sergeants to the Investigations Bureau was proper. A related issue, advanced by the appellants, was whether the Q-50 appointments made by the Chief of Police in

furtherance of the investigations plan were themselves valid. After hearing testimony and arguments from the parties, the Commission made the following determinations and orders:

(1) The Civil Service Commission found that all appointments made to the rank of Q-50 Sergeant from the eligible list resulting from the Q-50 examination administered in 2006 were and remain valid appointments.

(2) The Commission ordered the Department of Human Resources to amend the class specification for Q-50 Sergeant in such a way as to make clear that the duties of Q-50 Sergeant extend to full investigative matters pursuant to policies adopted by the Police Department. The amendment of such specification will be subject to all existing Civil Service Commission Rules regarding appeals from classification actions of the Human Resources Director.

(3) The Commission declared that in the interim between the date of the Commission's special meeting (Jan. 16, 2009) and the amendment of the class specification for Q-50 Sergeant, assignments of Q-50 Sergeants to the Investigations Bureau may continue in place.

(4) The Commission ordered that until the class specification for Q-50 Sergeant is amended, there be no increase in the number of assignments of Q-50 Sergeants to the Investigations Bureau.

(5) The Commission found that the assignments of Q-50 Sergeants to work historically and routinely performed by Q-35 Assistant Inspectors and 0380 Inspectors, facially violated Civil Service Commission Rules, and on that basis the Commission ordered that a new examination be given.

(6) Pursuant to Section 211.3 of Civil Service Commission Rules, the Commission ordered that the Department of Human Resources hold a hybrid examination for the Q-35/Q-50 ranks as soon as may practicably be done.

(7) The Commission declared that pursuant to Section 211.3 of the Civil Service Commission Rules, the Director of Human Resources is empowered to rule on all matters relating to such hybrid examination, subject to appeal to this Commission when appropriate, as allowed under our rules.

(8) The Commission declared that until the adoption of an eligible list resulting from such hybrid examination, the Chief of Police may, although she is

not required to, make appointments to the rank of Q-35 Assistant Inspector from the existing list adopted in November1998.

(9) The Commission declared that nothing contained in the foregoing eight provisions should be construed to create a right on the part of eligibles remaining on the November 1998 Q-35 List to be appointed to Q-35 Assistant Inspector.

The Commission reached these decisions for the following reasons.

The Police Department and the Department of Human Resources have contended that the powers of the Chief of Police to make work assignments within the Police Department are broad. The Chief indeed has broad discretion in assigning or detailing personnel. Her discretion, however, is not without bounds. It is to be exercised within certain parameters. The departments have also contended that the existing class specification for Q-50 Sergeant is broad enough to embrace the work routinely and historically performed by Q-35 Assistant Inspectors and 0380 Inspectors. However, even a liberal reading of the Q-50 class specification does not support such a contention. While there is some overlap between the class specification for Q-50 Sergeant and class specifications for Q-35 Assistant Inspectors and 0380 Inspectors, the Q-50 Sergeant classification is, on the whole and at its core, distinct from the inspectors' class specifications. Further, historically the Police Department has treated the Q-50 Sergeant classification as distinct from the inspectors' class specifications.

In the announcement for the 2006 Q-50 Sergeants' examination, reference was made to investigative work. But that reference in the exam announcement was in fact broader than the existing class specification for Q-50 Sergeant. The proper way of expanding the duties of a class is first to amend the class spec and then to hold an examination for the class whose functions and duties have been expanded, with an exam announcement fashioned accordingly. Amending the class specs must come first.

This Commission has found that assignments of Q-50 Sergeants to perform work routinely and historically performed by Q-35 Assistant Inspectors and 0380 Inspectors was improper. Under Section 209.16.2, paragraph 4, of the Civil Service Commission Rules, "temporary out-of-class assignments shall not be made when an appointment based on the regularly established Rules and procedures of the Civil Service Commission may be made." On its face, Section 209.16.2 applies only to temporary out-of-class assignments. Here, the assignments of Q-50 Sergeants to the Investigations Bureau were permanent, subject, of course, to reassignment or transfer. The Commission has no civil

service rule which on its face applies to permanent out-of-class assignments. But if a temporary out-of-class assignment cannot be made when there is an active eligible list for the targeted class and when eligibles on the list are reachable, it is a reasonable and even necessary inference from Section 209.16.2 that neither can a permanent out-of-class assignment be made in the same circumstances.

A central question in the Q-35 appeals before this Commission has been the status of the Q-35 eligible list adopted in November 1998 following an examination administered during the previous April and May. The Civil Service Commission Rules limit the life of a discrete eligible list for the Police Department to four years. That is the maximum duration. Under existing rules, neither the Human Resources Director nor this Commission itself may extend such a list beyond four years. (CSC Rules, Secs. 212.5, 212.6.) The last eligible list for Q-35 Assistant Inspector resulted from an examination administered under the consent decree entered by the federal district court in the Officers for Justice case (*Officers for Justice v. Civil Service Commission of the City and County of San Francisco*, U.S.D.C., N.D. Cal., Case Nos. C73-0675 & C77-2884). In that case, the court retained jurisdiction over all matters concerning the 1998 Q-35 examination. In a separate order entered contemporaneously with its order terminating the consent decree, the court fixed the duration of the exam's resulting eligible list.

This Commission, in the Q-35 appeals, was called upon to determine the status of the 1998 Q-35 eligible list. In a hearing held September 22, 2008, the Commission determined that since the federal court's orders in the Officers for Justice case superseded the Civil Service Commission Rules, and since all of the parties to the litigation, as a matter of actual practice, interpreted the court's Q-35 order as giving the 1998 list a duration in excess of four years, that list, by the terms of the court's order, continues in force and effect until a new Q-35 eligible list is adopted.

In 2006, the Police Department, in announcing its plan to phase out the ranks of Q-35 Assistant Inspector and 0380 Inspector and to assign Q-50 Sergeants to the Investigations Bureau, mistakenly stated that the 1998 Q-35 eligible list would expire in November 2006. The department made that statement upon advice, and the advice in turn was made upon an interpretation of the federal court's Q-35 order that the Commission determined was incorrect. But in the honest view of the Police Department and the Department of Human Resources, the assignments of Q-50 Sergeants to do the work of Q-35 Assistant Inspectors and 0380 Inspectors did not violate the Civil Service Commission

Rules. The assignments were made neither in conscious violation of civil service rules nor with an intent to manipulate or circumvent the merit system.

The absence of an intent to manipulate or circumvent the merit system is one reason why this Commission has declared that until the amendment of the class specification for Q-50 Sergeant, assignments of Q-50 Sergeants to the Investigations Bureau may continue in place. Another reason, certainly of equal importance, is the effect upon the Police Department's investigative activities should Q-50 Sergeants who are now conducting investigations of serious crimes suddenly be taken off those investigations and transferred out of the bureau. As members of the department's command staff have insisted in testimony before this Commission, the effect would be disruptive, and public safety would be jeopardized.

When fashioning remedies even in matters involving clear-cut violations of its rules, this Commission has weighed all relevant circumstances, including the effects of a simple reversal of the action of an appointing officer which constituted or resulted in the violation. In 1995, for example, this Commission was faced with the invalid appointments of over 70 individuals to Class 8302 Deputy Sheriff I. The appointments were made from an eligible list which had expired. Rather than dismiss these individuals from their employment, adversely affecting both them and the Sheriff's Department, this Commission ordered that an expedited examination be administered to them and that they be quickly transitioned to valid permanent status. This Commission, in short, balanced the equities. (*Request of the Human Resources Director to credit for seniority purposes the prior service of 74 employees selected from expired eligible lists*, CSC File No. 0886-95-5 (Nov. 6, 1995). See also *Appeal by Michael McGowan of the change of his appointment type from permanent civil service to provisional*, CSC File No. 1049-02-1 (March 17, 2003).) The same careful, balanced approach is warranted here.

Also, it must be emphasized that here, unlike the case of the Deputy Sheriffs, the appointments made by the Chief of Police to the rank of Q-50 Sergeant in furtherance of the investigations plan were valid. It has been argued that the appointments of those Q-50 Sergeants who have been assigned to work routinely and historically performed by Q-35 Assistant Inspectors and 0380 Inspectors are invalid, and that the Commission should order those appointments revoked. But, under Civil Service Commission Rules, the appointments are lawful. The Sergeants in question qualified for the Q-50 examination, took the examination, passed it, and were placed on an eligible list. Furthermore, they were reachable on that list and were selected for appointment in conformity with

the list's certification rule. There has been no evidence, or even allegation, to the contrary. Under our Rules, the questions that have arisen in these appeals concerning the assignments of these Sergeants does not affect the validity of their appointments. Under our Rules, a question about an employee's out-of-class assignment does not render the employee's appointment in the proper fashion to the proper class invalid.

With respect to additional appointments by the Chief of Police to the rank of Q-35 from the 1998 eligible list, the Commission has allowed her to make such appointments, should the current investigations plan be altered. However, the Commission has not required that she make additional appointments from that list, assuming for purposes of this case the Commission has that authority. Here, our focus is on the examination from which the list resulted. That examination was given ten and a half years ago. In a matter regarding the extension of an eligible list 9212 Airport Security Officer, this Commission, in a written decision, explained the policy underlying the limits which our rules impose on the duration of discrete eligible lists. The Commission said:

" . . . a discrete eligible list cannot be extended indefinitely. For compelling policy reasons, there must be an overall, fixed limit to its life. An aging eligible list sits atop an aging, perhaps stale test. In the years following the exam's administration, developments may occur in the tested fields. Class specifications may be amended, with a shift in the mix of required KSA's. Also, new talent may enter the pool of potential applicants, and they ought to be given opportunities for advancement. More broadly, valid and reliable examinations are the cornerstone of a merit system. Allowing discrete eligible lists to linger on and on is to allow budget makers an excuse to defer exam funding.

"An overall, fixed limit to the duration of eligible lists has been a fundamental and consistent policy of the San Francisco's merit system. . . . ." (*In the Matter of Request To Extend Eligible List No. 22252-E-8-L for Class 9212 Airport Security Officer*, CSC File No. 0615-05-07 (Sept. 20, 2004).)

In its order regarding the 1998 Q-35 examination, the federal district court set numerical requirements for promotions from the resulting eligible list. The Police Department fulfilled the requirements years ago. In fact, the department exceeded them. The way is open to once again apply our merit system's fundamental policy of frequent examinations and fresh eligible lists. But how can this be done, if the Commission has already found that the 1998 Q-35 eligible list remains an active list? A balance must be struck. The balance can be struck by allowing, but not requiring, the Chief of Police to make appointments from the

existing list – recognizing that the list is valid under the court's order, while also recognizing that it is exceedingly stale from a civil service standpoint – and, at the same time, requiring the Department of Human Resources to administer a single examination for both Q-35 Assistant Inspector and Q-50 Sergeant. When an eligible list resulting from that hybrid examination is adopted, the 1998 Q-35 list will finally expire under the terms of the court's order. It should be noted that a hybrid examination for Q-35 Assistant Inspector and Q-50 Sergeant was given once before, under the jurisdiction of the federal district court in the Officers for Justice case.

In furtherance of our policy of frequent examinations and fresh eligible lists, Section 211.2 of the Civil Service Commission Rules requires that the Commission "provide for promotions in the Police Department on the basis of examinations and tests at least once every four years for each promotive position or rank in the Police Department." Section 211.2 was taken verbatim from the City's previous Charter. (S.F. Charter, 1932, Sec. 8.327.) This provision was removed from the Charter and placed into the Civil Service Commission Rules not to downgrade its importance. Rather, this came about as part of a transfer of various civil service provisions of the Charter into the rules to accommodate the collective bargaining environment and to make it unnecessary to submit every change in the rules, no matter how minor or nuanced, to the voters in the form of a Charter amendment. The provision's underlying policy is still fundamental to the merit system. In retrospect, there should have been a new examination for Q-35 Assistant Inspector (or a hybrid Q-35/Q-50 examination) in November 2002, the fourth anniversary of the present Q-35 list. The Commission's resolution of these appeals belatedly remedies the situation. By ordering that a hybrid Q-35/Q-50 examination be given as soon as practicable, the Commission has put the Q-35 examination process back on track.

The Commission has also allowed the Police Department considerable flexibility. When the Q-50 class specification is amended to embrace investigative work routinely and historically performed by the two inspector ranks, and if the amendment becomes final after this Commission's resolution of any appeals of that classification action, the Police Department will have a choice. It can either promote eligibles from a hybrid Q-35/Q-50 list to the rank of Sergeant and detail them to the Investigations Bureau, as called for in the department's present plan, or it can change course and return to appointing Q-35 Assistant Inspectors for investigative work. Conceivably, the department could even revise its plan so as to make it a hybrid, utilizing both Q-50 Sergeants and the two inspector ranks for investigative work for the foreseeable future.

In the interpretation of our rules and in the resolution of merit system disputes, this Commission seeks to avoid unnecessary restrictions on employee staffing and assignments. Of course, employee staffing and assignments must be carried out in accordance with applicable civil service rules. But the rules must not be applied so as to hinder normal development in the ways in which a department goes about performing the functions and delivering the services which the Charter requires of it. For some years now, and in police agencies across the country, there have been discussions whether investigative work should be reserved for separate, specialized police ranks, or whether the work should be dispersed among various general ranks.

Within the San Francisco Police Department itself, investigative ranks have evolved over time. It is worth noting that the department's first specialized investigators were appointed in 1880. They were called "detective police officers," and their salary was made equal to that of a sergeant. (Stats. 1880, ch. 124, p. 137 et seq.) Later the rank's name became "Detective Sergeant." (Former S.F. Charter (1900), art. VIII, ch. V, sec. 6.) Not until 1928 was the rank accorded merit system protection. The ranks of Assistant Inspector and Inspector replaced that of Detective Sergeant in 1930. Initially, however, Assistant Inspectors were police officers temporarily detailed by the Chief of Police to the Bureau of Inspectors. In 1971, the rank of Assistant Inspector was made subject to all civil service provisions of the Charter, and an examination process was established for it.

If the Police Department's investigative ranks have evolved over a considerable time to correspond with changed perceptions and to meet changing needs, the process is likely to continue. Civil service rules and policies should be applied not to halt the evolution but so as to ensure that it follows a merit-based path. This is the balance which, in our final decisions regarding these appeals, we have sought to achieve.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

AMENDED

Monday, February 23, 2009

2:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

San Francisco Public Library
Main Library, Civic Center
Attn: Greg Kelly
Box 41 (AG)

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. **Department of Human Resources Presentation on Proposals for Civil Service Reform Phase II. Merit system issues that may be addressed include but are not limited to: Certification Rules; Appeals, Promotive appointments and opportunities; Sick leave; Layoffs; Recognition of seniority; Civil Service Rules – i.e. Rules consolidation, Recommendations to update, simplify, clarify the Rules on Fitness for Duty, Employee Relations Ordinance (ERO), Rule 118 – Conflict of Interest, Rule 115 – Rules Related to Employment of Persons with Disabilities, Near lists; and General update of proposals made in 2005 Civil Service Reform Recommendations. (File No. 0031-09-1) DISCUSSION AND POSSIBLE ACTION ITEM**

February 2, 2009: Schedule a Special Meeting for Monday, February 23, 2009 at 2:00 p.m. in Room 400 City Hall for a briefing on Civil Service Reform.

Recommendation: Open for Discussion.

IV. Adjournment

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted February 11, 2009

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

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COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, March 2, 2009

12:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. **Participation of San Francisco Unified School District in the City's Merit System Under California Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights in Connection With Layoffs of City Employees (DISCUSSION AND POSSIBLE ACTION)**

POSSIBLE CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS DEFENDANT (ONE OR MORE CASES)

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to invoke the attorney-client privilege and go into closed session pursuant to California Government Code Section 54956.9(b) and San Francisco Administrative Code Section 67.10(d)(2). **(Action Item)**

C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - AS DEFENDANT (ONE OR MORE CASES) Participation of San Francisco Unified School District in the City's Merit System Under Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights of Merit System Employees – **(Discussion and Possible Action Item)**

D) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1(a)(2) and San Francisco Administrative Code Section 67.12(b)(2).

III. Adjournment.

Please Note: ***Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.***

Posted 2/26/09

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AGENDA

Regular Meeting
of
March 2, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 2, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of February 2, 2009

Recommendation: Approve.

Special Meeting of February 23, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0024-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2002-08/09	Human Services Agency	$26,500,000	Will provide services to Community-based family resource centers that operate to serve all patients for specific parenting skills, parenting guides, crisis counseling and intervention.	Continuing	06/30/14
2003-08/09	Human Services Agency	$160,000,000	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	Continuing	06/30/14
2004-08/09	Human Services Agency	$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2005-08/09	Human Services Agency	$38,500,000	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	Continuing	06/30/14
2006-08/09	Human Services Agency	$25,415,000	Will provide support services to the Agency, including but limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks and equipment maintenance.	Continuing	06/30/14
2007-08/09	Human Services Agency	$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14

2009-08/09	Human Services Agency	$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0055-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4098-08/09	Municipal Transportation Agency	$99,000	Will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities.	Regular	03/30/12
4099-08/09	Municipal Transportation Agency	$250,000	Will provide services to conduct a three part Nexus study to support existing and proposed transportation related development impact and mitigation fees.	Regular	11/15/09
4100-08/09	Municipal Transportation Agency	$3,000,000	Will provide as-needed specialized professional and technical engineering services in transit engineering specialities including systems hazard analysis, mechanical, electrical, analysis and mitigation of noise and vibration in transit operations.	Regular	03/01/14
4101-08/09	Port	$4,500,000	Will establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects.	Regular	06/30/14
4102-08/09	Public Utilities Commission	$1,000,000	Will provide financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises.	Regular	08/01/12
4103-08/09	Public Utilities Commission	$14,000,000	Will provide professional construction management services to oversee the Water System Improvement Program (WISP) construction project of the New Irvington Tunnel, on behalf of the SFPUC.	Regular	07/31/14
4104-08/09	Public Utilities Commission	$500,000	Will evaluate effects of climate change on San Francisco's natural and built environment and on City departments and their missions and/or infrastructure in particular.	Regular	12/31/10
4105-08/09	Public Utilities Commission	$5,000,000	Will provide either a liquidity facility and/or an irrevocable direct-pay letter of credit to secure the payment of principal and interest on the subordinate lien tax-exempt commercial paper ("CP") program.	Regular	04/01/14
4106-08/09	Children and Families Commission	$500,000	Will provide materials, training, and support to parents and preschool, classroom staff to affect early literacy and family engagement, cognitive and language skills.	Regular	08/01/12
4107-08/09	GSA-Medical Examiner	$100,000	Will design, develop and implement a Case Management System to automatically generate daily case and work list, track case progress, and related tasks.	Regular	01/01/12
4108-08/09	Department of Technology	$1,725,000	Will provide enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takers and dispatchers.	Regular	03/01/12

4109-08/09	Department of Technology	$435,000	Will provide as-needed modifications to ICAD a proprietary software system used to run the Police Message Switch.	Regular	03/01/12
4110-08/09	Department of Emergency Management	$5,050,000	Will develop four region-wide plans and assist Bay Area counties and cities with developing local plans for responding to a major catastrophic event.	Regular	05/31/11
4111-08/09	Department of Emergency Management	$1,648,000	Will provide assistance to Bay Area counties and cities with developing plans for managing the deployment of volunteers after a major catastrophic event.	Regular	05/31/10
4112-08/09	Department of Emergency Management	$1,566,000	Will provide assistance to Bay Area counties and cities with developing plans for the Mass care of special needs populations in the event of a major catastrophic event.	Regular	05/31/10
4113-08/09	Department of Public Health	$22,000,000	Will provide provision of health, dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco.	Regular	06/30/10
4068-07/08	Mayor's Office of Public Policy & Finance	Increase Amount $119,096 New Amount $178,644	Will provide management production of the Mayor's annual budget book. Edit copy provided by budget staff. Work with reproduction department in layout and physical production of budget book.	Modi-fication	01/31/11
4172-07/08	Public Works	Increase Amount $7,000,000 New Amount $15,000,000	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	Modi-fication	12/31/12
4114-08/09	Public Works	Increase Amount $5,300 New Amount $7,800	Will design, engineer and provide protocol to refurbish the existing window washing equipment system located at 1 South Van Ness rooftop for compliance with OSHA safety and health standards.	Modi-fication	06/01/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0051-09-1) – Action Item

Recommendation: Adopt the report.

(8) Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0052-09-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4013-08/09. (File No. 0379-08-8) – Action Item

September 15, 2008:	Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser.
December 15, 2008:	Postpone to the meeting of January 5, 2009 by mutual agreement of IFPTE Local 21 and the Municipal Transportation Agency.
January 5, 2009:	Continue to the meeting of February 2, 2009.
February 2, 2009:	Accept the report; file.
Note:	The Commission directed the Executive Officer to communicate with IFPTE Local 21 and the Municipal Transportation Agency and request that each meet to discuss their concerns and submit a report from the Municipal Transportation Agency as well as IFPTE Local 21at the meeting of March 2, 2009.
Recommendation:	Accept the report; file.

(10) Request by Joseph Bagares to remove the ban on future employment with the Department of Public Health. (File No. 0050-09-7) - Action Item

Recommendation:	Deny the request by Joseph Bagares to remove the ban on his future employment with the Department of Public Health.

(11) Appeal by Hakam Ibrahim on the rejection of his application for the Position-Based Testing 4265 Sr. Real Property Appraiser (PBT-4265-054632) position due to not meeting the minimum qualifications. (File No. 0054-09-4) - Action Item

Recommendation:	Open for discussion.

EXECUTIVE OFFICERS' REPORT

(12) Progress Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (File No. 0565-08-1) – Action Item

December 15, 2008:	Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.
January 5, 2009:	Accept the staff report; Proceed with the salary survey and report progress to the Commission.
February 2, 2009:	Accept the report.
Recommendation:	Open for discussion.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(15) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2/09

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 2, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:45 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

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PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Debbi Lerman, San Francisco Human Services Network spoke on the effect of the delay in approving the PSC's submitted by the Human Services Agency.

Hakam Ibrahim spoke on Agenda Item #11 and indicated that he was present to speak on the item.

APPROVAL OF MINUTES

Regular Meeting of February 2, 2009

Action: Approve. (Vote of 5 to 0)

Special Meeting of February 23, 2009

Action: Approve. (Vote of 5 to 0)

0024-09-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2002-08/09 *Postpone to March 16, 2009*	Human Services Agency	$26,500,000	Will provide services to Community-based family resource centers that operate to serve all patients for specific parenting skills, parenting guides, crisis counseling and intervention.	Continuing	06/30/14
2003-08/09 *Postpone to March 16, 2009*	Human Services Agency	$160,000,000	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	Continuing	06/30/14
2004-08/09	Human Services Agency	$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2005-08/09 *Postpone to March 16, 2009*	Human Services Agency	$38,500,000	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	Continuing	06/30/14
2006-08/09	Human Services Agency	$25,415,000	Will provide support services to the Agency, including but limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks and equipment maintenance.	Continuing	06/30/14
2007-08/09	Human Services Agency	$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

0024-09-8 (continued)

Speakers: Alexis Torres, IFPTE Local 21 spoke on PSC #2000-08/09 through 2009-08/09.
Patti Tamura, SEIU Local 1021 spoke on PSC #2000-08/09 through 2009-08/09.
Margot Reed, SEIU Local 1021 spoke on PSC #2000-08/09 through 2009-08/09.
Sin Yee Poon, SEIU Local 1021 spoke on PSC #2000-08/09 through 2009-08/09.
Dave Curto, Human Services Agency

Action:

(1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted. (Vote of 5 to 0)

(2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

(3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0055-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4098-08/09	Municipal Transportation Agency	$99,000	Will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities.	Regular	03/30/12
4099-08/09	Municipal Transportation Agency	$250,000	Will provide services to conduct a three part Nexus study to support existing and proposed transportation related development impact and mitigation fees.	Regular	11/15/09
4100-08/09	Municipal Transportation Agency	$3,000,000	Will provide as-needed specialized professional and technical engineering services in transit engineering specialities including systems hazard analysis, mechanical, electrical, analysis and mitigation of noise and vibration in transit operations.	Regular	03/01/14

4101-08/09	Port	$4,500,000	Will establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects.	Regular	06/30/14
4102-08/09	Public Utilities Commission	$1,000,000	Will provide financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises.	Regular	08/01/12
4103-08/09	Public Utilities Commission	$14,000,000	Will provide professional construction management services to oversee the Water System Improvement Program (WISP) construction project of the New Irvington Tunnel, on behalf of the SFPUC.	Regular	07/31/14
4104-08/09	Public Utilities Commission	$500,000	Will evaluate effects of climate change on San Francisco's natural and built environment and on City departments and their missions and/or infrastructure in particular.	Regular	12/31/10
4105-08/09	Public Utilities Commission	$5,000,000	Will provide either a liquidity facility and/or an irrevocable direct-pay letter of credit to secure the payment of principal and interest on the subordinate lien tax-exempt commercial paper ("CP") program.	Regular	04/01/14
4106-08/09	Children and Families Commission	$500,000	Will provide materials, training, and support to parents and preschool, classroom staff to affect early literacy and family engagement, cognitive and language skills.	Regular	08/01/12
4107-08/09	GSA-Medical Examiner	$100,000	Will design, develop and implement a Case Management System to automatically generate daily case and work list, track case progress, and related tasks.	Regular	01/01/12
4108-08/09	Department of Technology	$1,725,000	Will provide enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takers and dispatchers.	Regular	03/01/12
4109-08/09	Department of Technology	$435,000	Will provide as-needed modifications to ICAD a proprietary software system used to run the Police Message Switch.	Regular	03/01/12
4110-08/09	Department of Emergency Management	$5,050,000	Will develop four region-wide plans and assist Bay Area counties and cities with developing local plans for responding to a major catastrophic event.	Regular	05/31/11
4111-08/09	Department of Emergency Management	$1,648,000	Will provide assistance to Bay Area counties and cities with developing plans for managing the deployment of volunteers after a major catastrophic event.	Regular	05/31/10
4112-08/09 ***Withdrawn***	Department of Emergency Management	$1,566,000	Will provide assistance to Bay Area counties and cities with developing plans for the Mass care of special needs populations in the event of a major catastrophic event.	Regular	05/31/10
4113-08/09	Department of Public Health	$22,000,000	Will provide provision of health, dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco.	Regular	06/30/10
4068-07/08	Mayor's Office of Public Policy & Finance	Increase Amount $119,096 New Amount $178,644	Will provide management production of the Mayor's annual budget book. Edit copy provided by budget staff. Work with reproduction department in layout and physical production of budget book.	Modi-fication	01/31/11
4172-07/08	Public Works	Increase Amount $7,000,000 New Amount $15,000,000	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	Modi-fication	12/31/12
4114-08/09	Public Works	Increase Amount $5,300 New Amount $7,800	Will design, engineer and provide protocol to refurbish the existing window washing equipment system located at 1 South Van Ness rooftop for compliance with OSHA safety and health standards.	Modi-fication	06/01/09

0055-09-8 (continued)

Speakers: Jay de los Reyes, Municipal Transportation Agency spoke on PSC #4099-08/09.
Shanam Farhangi, Municipal Transportation Agency and Norma Nelson, Port spoke on PSC #s 4100-08/09 and 4101-08/09.
Bonita McGee and Harvey Elwin, Public Utilities Commission spoke on PSC #4103-08/09.
Pauson Yun, Public Utilities Commission spoke on PSC #4104-08/09.
Joan Lubamersky, General Services Agency, Dr. Amy Hart, Chief Medical Examiner and Criss Romero, IFPTE Local 21 spoke on PSC #4107-08/09.
Meghan Wallace, Mayor's Office of Public Policy and Finance spoke on PSC #4068-07/08.

Action:

(1) PSC #4112-08/09 withdrawn at the request of the Department of Emergency Management. (Vote of 5 to 0)
(2) Adopt the Human Resources Director's report on PSC #4098-08/09; 4102-08/09; 4105-08/09; 4106-08/09; 4108-08/09 through 4111-08/09; 4113-08/09; 4172-07/08 and 4114-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Gorrono missed vote)
(3) Adopt the Human Resources Director's report on PSC #4099-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Boatwright missed vote)
(4) Adopt the Human Resources Director's report on PSC #4107-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Normandy missed vote)
(5) Adopt the Human Resources Director's report on PSC #4068-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Jung missed vote)
(6) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0051-09-1 **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 7)**

Speakers: None.

Action: Adopt the report. (Vote of 4 to 0; Commissioner Jung missed vote)

0052-09-1 **Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 8)**

Speakers: None.

Action: Adopt the report. (Vote of 4 to 0; Commissioner Jung missed vote)

0379-08-8 **Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4013-08/09. (Item No. 9)**

September 15, 2008: Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser.

December 15, 2008: Postpone to the meeting of January 5, 2009 by mutual agreement of IFPTE Local 21 and the Municipal Transportation Agency.

January 5, 2009: Continue to the meeting of February 2, 2009.

February 2, 2009: Accept the report; file.

Note: The Commission directed the Executive Officer to communicate with IFPTE Local 21 and the Municipal Transportation Agency and request that each meet to discuss their concerns and submit a report from the Municipal Transportation Agency as well as IFPTE Local 21at the meeting of March 2, 2009.

Speakers: Jeffery Gary, Municipal Transportation Agency
Ging Louie, IFPTE Local 21

Action: Accept the report; file. (Vote of 5 to 0)

0050-09-7 **Request by Joseph Bagares to remove the ban on future employment with the Department of Public Health. (Item No. 10)**

Speakers: James Peavey, Department of Public Health
Joseph Bagares, Appellant
Frank Patt, Department of Public Health

Action: Deny the request by Joseph Bagares to remove the ban on his future employment with the Department of Public Health. (Vote of 5 to 0)

0054-09-4 **Appeal by Hakam Ibrahim on the rejection of his application for the Position-Based Testing 4265 Sr. Real Property Appraiser (PBT-4265-054632) position due to not meeting the minimum qualifications. (Item No. 11)**

Speakers: Hakam Ibrahim, Appellant
Concepcion Vindell, on behalf of appellant
Anna Biasbas, Department of Human Resources

Action: Deny the appeal by Hakam Ibrahim. The decision of the Human Resources Director on minimum qualifications is final and not appealable to the Commission in PBT examinations. (Vote of 5 to 0)

Note:
1) The Commission requested a report from the Special Monitor assigned by the Human Resources Director to review the merit system activities in the Office of the Assessor-Recorder; and specifically, the Classification Study.
2) The Commission also requested staff to conduct an inspection service of the review of qualifications for Class 4265 examinations.

0565-08-1 **Progress Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (Item No. 12)**

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

February 2, 2009: Accept the report.

Speakers: Luz Morganti, Civil Service Commission

Recommendation: Accept the report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

Commissioner Normandy requested that 1) Commission staff and the Department of Human Resources submit recommendations on review procedures for placing requests for approvals of personal services contracts on the Ratification agenda; 2) that should any request be made by the public to sever an item, that the request be supported by a valid rationale for the severance and advance notice be given to the Commission as much as possible; and, 3) the Executive Officer provide a timer for public speakers to observe the three minute rule.

ADJOURNMENT (Item No. 15)

5:57 p.m.

In recognition of their valiant service, the meeting adjourned in honor of the San Francisco Firefighters who battled the Felton fire on February 5, 2009 and expressed sincere wishes for the complete recovery of those injured; especially, Firefighter-Paramedic Christopher Posey.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/09

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

OY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
March 16, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

03-12-09P02:42 RCVD

APPROVAL OF MINUTES

ANNOUNCEMENTS

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RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
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H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 16, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of March 2, 2009

Recommendation: Approve.

Regular Meeting of March 2, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) Commendation for Dorothy Yee, Equal Employment Opportunity Director, Department of Human Resources upon her retirement after more than 33 years of service to the City & County of San Francisco. (File No. 0073-09-1) – Action Item

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0024-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2002-08/09	Human Services Agency	$26,500,000	Will provide services to Community-based family resource centers that operate to serve all patients for specific parenting skills, parenting guides, crisis counseling and intervention.	Continuing	06/30/14
2003-08/09	Human Services Agency	$160,000,000	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	Continuing	06/30/14
2005-08/09	Human Services Agency	$38,500,000	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

March 2, 2009: Postpone PSC #2002-08/09, 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0074-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-08/09	Airport	$1,500,000	Will provide maintenance and repairs of specialized programmable logic controls, baggage sortation and diagnostic equipment of baggage handling systems, integrated with Transportation Security Administration (TSA) screening equipment.	Regular	03/31/12
4116-08/09	Airport	$4,800,000	Will provide a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee (AAAC), managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements.	Regular	06/30/17
4117-08/09 *Request to sever from IFPTE Local 21*	Airport	$750,000	Will modernize SFO's network architecture to improve security, reliability and the delivery of new Shard Tenant Service (STS) offerings.	Regular	03/31/14
4118-08/09	Fire Department	$500,000	Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	12/31/11
4119-08/09	Municipal Transportation Agency	$500,000	Will provide specialized professional and technical transportation planning, engineering and environmental services.	Regular	05/30/11
4120-08/09	Public Utilities Commission	$350,000	Will perform a comprehensive update to SFPUC's FY 2005-2006 sustainability performance profile, and by evaluating progress on SFPUC's strategies for improving performance.	Regular	06/30/10
4121-08/09 *Request to sever from IFPTE Local 21*	Recreation & Parks	$1,500,000	Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout.	Regular	06/30/11
4125-07/08	Public Utilities Commission	Increase Amount $1,500,000 New Amount $4,500,000	Will provide design of Hetch Hetchy Water & Power (HHWP) rehabilitation work of Power Infrastructure (PI) for reliability and the design of rehabilitation work of Power Infrastructure to meet Western Electricity Coordination Council regulatory compliance.	Modi-fication	07/31/11

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(8) Department of Human Resources 2008 Equal Employment Opportunity Workforce Utilization Analysis Report. (File No. 0075-09-1) – Action Item

Recommendation: Accept the report.

(9) Proposed Amendments to Civil Service Commission Rule Series 018 - Conflict of Interest. (File No. 0025-09-5) – Action Item

February 2, 2009: Post as amended for meet and confer.

Recommendation: Adopt as posted.

(10) Proposed amendments to Return Omitted Language to Civil Service Commission Rules 110.9.1 and 410.9.1 – Qualifications of Applicants. (File No. 0030-09-5) – Action Item

February 2, 2009: Post for adoption.

Recommendation: Adopt as posted.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Review of request for approval of proposed personal services contracts. (File No. 0078-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4122-08/09	Municipal Transportation Agency	$9,000,000	Will provide leasing, servicing and disposal of all tires used by the San Francisco Municipal Railway (Muni) on all rubber-tire revenue vehicles. Muni's rubber-tire revenue fleet comprises 842 buses and trolleys.	Regular	03/15/14

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

.109

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 16, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:07 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Not Present (Notified absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Mary Y. Jung	Present (Arrived at 2:35 p.m. Missed Item #s 1 through 5)
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of March 2, 2009

Action: Approve. (Vote of 3 to 0)

Regular Meeting of March 2, 2009

Action: Approve. (Vote of 3 to 0)

The Civil Service Commission will hold a Special Meeting on March 30, 2009 at 1:30 p.m. in Room 400, City Hall for the continuation of the Department of Human Resources Presentation on Proposals for Civil Service Reform Phase II.

0073-09-1 **Commendation for Dorothy Yee, Equal Employment Opportunity Director, Department of Human Resources upon her retirement after more than 33 years of service to the City & County of San Francisco. (Item No. 5)**

Speakers: Dorothy Yee, Recipient

Action: Approve. (Vote of 3 to 0)

0024-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2002-08/09	Human Services Agency	$26,500,000	Will provide services to Community-based family resource centers that operate to serve all patients for specific parenting skills, parenting guides, crisis counseling and intervention.	Continuing	06/30/14
2003-08/09	Human Services Agency	$160,000,000	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	Continuing	06/30/14
2005-08/09	Human Services Agency	$38,500,000	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

March 2, 2009: Postpone PSC #2002-08/09, 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this would be the last continuance granted.

Speakers: Dave Curto, Human Services Agency
Margot Reed, SEIU Local 1021
Sin Yee Poon, SEIU Local 1021
Bob Thomas, Human Services Agency

0024-09-8 (continued)

Action: Adopt the Human Resources Director's report for "Continuing" approval on the following conditions: 1) Should the Human Services Agency propose to change contractors and award contracts to outside parties other than those identified in connection with this Commission's approval of these three personal services contracts, it will notify all affected bargaining units prior to the change in contractors; 2) Should the Human Services Agency propose to amend or modify any contract awarded under these three personal services contracts, it shall notify all affected bargaining units prior to the modification or amendment being affectuated; 3) At the time the Human Services Agency publishes Requests for Proposals for any contract to be awarded under the scope of any of these three personal services contracts, it shall send a hard copy of the Request for Proposals to the affected bargaining units; and 4) If any affected bargaining unit, as a result of any such notification wishes to discuss the change, amendment, modification or award with the Human Services Agency, the Human Services Agency shall meet and discuss in good faith with the affected bargaining units . Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0074-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-08/09	Airport	$1,500,000	Will provide maintenance and repairs of specialized programmable logic controls, baggage sortation and diagnostic equipment of baggage handling systems, integrated with Transportation Security Administration (TSA) screening equipment.	Regular	03/31/12
4116-08/09	Airport	$4,800,000	Will provide a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee (AAAC), managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements.	Regular	06/30/17
4117-08/09 *Postpone to meeting of 4/6/09*	Airport	$750,000	Will modernize SFO's network architecture to improve security, reliability and the delivery of new Shard Tenant Service (STS) offerings.	Regular	03/31/14
4118-08/09 *Postpone to meeting of 4/6/09*	Fire Department	$500,000	Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	12/31/11
4119-08/09 *Postpone to meeting of 4/6/09*	Municipal Transportation Agency	$500,000	Will provide specialized professional and technical transportation planning, engineering and environmental services.	Regular	05/30/11

4120-08/09	Public Utilities Commission	$350,000	Will perform a comprehensive update to SFPUC's FY 2005-2006 sustainability performance profile, and by evaluating progress on SFPUC's strategies for improving performance.	Regular	***06/30/11***
4121-08/09 ***Postpone to meeting of 4/6/09***	Recreation & Parks	$1,500,000	Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout.	Regular	06/30/11
4125-07/08	Public Utilities Commission	Increase Amount $1,500,000 New Amount $4,500,000	Will provide design of Hetch Hetchy Water & Power (HHWP) rehabilitation work of Power Infrastructure (PI) for reliability and the design of rehabilitation work of Power Infrastructure to meet Western Electricity Coordination Council regulatory compliance.	Modi-fication	07/31/11

Speakers: Cynthia Avakian and Gary Franzella, Airport Commission spoke on PSC #4116-08/09.
Jared Blumenfeld and Rhoda Parham, Recreation and Parks, Ging Louie and Joe Brenner, IFPTE Local 21 spoke on PSC #4121-08/09.
Pauson Yun and Ellen Levin, Public Utilities Commission spoke on PSC #4125-07/08.

Action:

(1) Postpone PSC #4117-08/09 to the meeting of April 6, 2009 at the request of the Airport Commission. (Vote of 4 to 0)
(2) Postpone PSC #4118-08/09 to the meeting of April 6, 2009 at the request of the San Francisco Fire Department. (Vote of 4 to 0)
(3) Postpone PSC #4119-08/09 to the meeting of April 6, 2009 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)
(4) Adopt the Human Resources Director's report on PSC #4121-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Boatwright dissent.) Continue to the meeting of April 6, 2009. (Three (3) votes are needed for Commission action.)
(5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0075-09-1 **Department of Human Resources 2008 Equal Employment Opportunity Workforce Utilization Analysis Report. (Item No. 8)**

Speakers: Dorothy Yee, Department of Human Resources

Action: Accept the report. (Vote of 4 to 0)

0025-09-5 **Proposed Amendments to Civil Service Commission Rule Series 018 - Conflict of Interest. (Item No. 9)**

February 2, 2009: Post as amended for meet and confer.

Speakers: Anita Sanchez, Executive Officer

Action: Adopt as posted. (Vote of 4 to 0)

0030-09-5 **Proposed amendments to Return Omitted Language to Civil Service Commission Rules 110.9.1 and 410.9.1 – Qualifications of Applicants. (Item No. 10)**

February 2, 2009: Post for adoption.

Speakers: Anita Sanchez, Executive Officer

Action: Adopt as posted. (Vote of 4 to 0)

0078-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4122-08/09	Municipal Transportation Agency	$9,000,000	Will provide leasing, servicing and disposal of all tires used by the San Francisco Municipal Railway (Muni) on all rubber-tire revenue vehicles. Muni's rubber-tire revenue fleet comprises 842 buses and trolleys.	Regular	03/15/14

Speakers: David Hill, Municipal Transportation Agency

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

Commissioner Normandy inquired if a computer program called E-Verify is available in the City.

ADJOURNMENT (Item No. 14)

5:18 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

03-26-09P12:03 RCVD

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COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, March 30, 2009
1:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. **Continuation of Department of Human Resources Presentation on Proposals for Civil Service Reform Phase II. Merit system issues that may be addressed include but are not limited to: Certification Rules; Appeals, Promotive appointments and opportunities; Sick leave; Layoffs; Recognition of seniority; Civil Service Rules – i.e. Rules consolidation, Recommendations to update, simplify, clarify the Rules on Fitness for Duty, Employee Relations Ordinance (ERO), Rule 118 – Conflict of Interest, Rule 115 – Rules Related to Employment of Persons with Disabilities, Near lists; and General update of proposals made in 2005 Civil Service Reform Recommendations. (File No. 0031-09-1) DISCUSSION AND POSSIBLE ACTION ITEM.**

February 2, 2009:	Schedule a Special Meeting for Monday, February 23, 2009 at 2:00 p.m. in Room 400 City Hall for a briefing on Civil Service Reform.
February 23, 2009:	The Commission took no action.
Commission Direction:	1) The Commission requested the Department of Human Resources to provide specific details on each of the recommendations to the Commission and all interested parties for transparency. 2) The Commission also directed the Executive Officer to schedule special meeting(s) to continue the Department of Human Resources presentation on Civil Service Reform proposals and provide interested parties opportunity to address the recommendations.
Recommendation:	Open for Discussion.

IV. Adjournment

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted March 13, 2009

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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San Francisco Lobbyist Ordinance
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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Minutes of Special Meeting

Monday, March 30, 2009

1:30 p.m.

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MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 1:46 p.m.

Present: President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright

Not Present: Commissioner Mary Y. Jung (Notified absence)
Commissioner E. Dennis Normandy (Notified absence)

President Donald A. Casper presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

Criss Romero, IFPTE Local 21, stated that the Department of Human Resources did not provide enough description or reasons on its proposals for Civil Service Reform.

III. **Department of Human Resources Presentation on Proposals for Civil Service Reform Phase II. Merit system issues that may be addressed include but are not limited to: Certification Rules; Appeals, Promotive appointments and opportunities; Sick leave; Layoffs; Recognition of seniority; Civil Service Rules – i.e. Rules consolidation, Recommendations to update, simplify, clarify the Rules on Fitness for Duty, Employee Relations Ordinance (ERO), Rule 118 – Conflict of Interest, Rule 115 – Rules Related to Employment of Persons with Disabilities, Near lists; and General update of proposals made in 2005 Civil Service Reform Recommendations. (File No. 0031-09-1)**
DISCUSSION AND POSSIBLE ACTION ITEM

February 2, 2009: Schedule a Special Meeting for Monday, February 23, 2009 at 2:00 p.m. in Room 400 City Hall for a briefing on Civil Service Reform.

February 23, 2009: The Commission took no action.

Commission Direction: 1) The Commission requested the Department of Human Resources to provide specific details on each of the recommendations to the Commission and all interested parties for transparency.
2) The Commission also directed the Executive Officer to schedule special meeting(s) to continue the Department of Human Resources presentation on Civil Service Reform proposals and provide interested parties opportunity to address the recommendations.

Speakers: Jennifer Johnston, Department of Human Resources, presented proposals from the Department of Human Resources for Civil Service Reform Phase II

Criss Romero, IFPTE Local 21, stated that in 2006, laid off employees who were bumped to Moccasin, were told that they could only refuse a position twice. He also stated that special conditions were being added to positions to avoid layoffs.

Alice Villagomez, Human Resources Director, San Francisco Police Department, provided information on the 5-year extended benefits for holdovers. It was the result of litigation that the 5-years of extended benefits for holdovers would correspond with the 5-year vesting requirement.

Ted Yamasaki, Department of Human Resources, explained holdover rosters and return to duty.

Margot Reed, SEIU Local 1021, commented on holdovers who refuse positions with special conditions in different departments. She also stated that unions need to be included in reevaluating or developing examinations.

Barry Rodriguez, SEIU Local 1021, expressed concern that creating sub seniority areas within functions would invite discrimination. He also referred to the 2007-08 Civil Grand Jury report regarding best practices.

Kevin Hughes, Electrical Workers Local 6, thanked the Commission for bringing attention to issues rarely discussed on proposals on Civil Service Reform.

Alice Kwong, Acting Human Resources Director, Municipal Transportation Agency, supported the reform to modernize operations but said that MTA should not be included in the consolidation of the Civil Service Rules. MTA's separate Charter authority makes it clear to MTA employees where and to whom they file protests or appeals.

Action: The Commission took no action.

IV. Adjournment

4:50 p.m.

Adjournment in memory of John Kanaley, CEO, Laguna Honda Hospital, who suddenly passed away March 19, 2009. The Commission directed the Executive Officer to extend condolences to the family on behalf of the Commission.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, April 6, 2009

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. **Participation of San Francisco Unified School District in the City's Merit System Under California Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights in Connection With Layoffs of City Employees (DISCUSSION AND POSSIBLE ACTION)**

POSSIBLE CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS DEFENDANT (ONE OR MORE CASES); AS PLAINTIFF (ONE CASE)

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to invoke the attorney-client privilege and go into closed session pursuant to California Government Code Sections 54956.9(b) [significant exposure to litigation] and 54956.9(c) [potential initiation of litigation] and San Francisco Administrative Code Section 67.10(d)(2). **(Action Item)**

C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - AS DEFENDANT (ONE OR MORE CASES); AS PLAINTIFF (ONE CASE)
Participation of San Francisco Unified School District in the City's Merit System Under Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights of Merit System Employees - **(Discussion and Possible Action Item)**

D) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1(a)(2) and San Francisco Administrative Code Section 67.12(b)(2).

February 2, 2009: The Commission voted not to disclose any or all discussions held in closed session.

III. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 4/1/09

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

E. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five ( ) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

DONALD A. CASPER
PRESIDENT

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VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Minutes of Special Meeting

Monday, April 6, 2009
1:00 p.m.

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I. The Special Meeting was called to order at 1:18 p.m.

Present: President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

Not Present: Commissioner Joy Y. Boatwright (Notified Absence)

President Donald A. Casper presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. **Participation of San Francisco Unified School District in the City's Merit System Under California Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights in Connection With Layoffs of City Employees (DISCUSSION AND POSSIBLE ACTION)**

POSSIBLE CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS DEFENDANT (ONE OR MORE CASES)

A) **Public Comment on all matters pertaining to the Agenda item and the potential closed session.**

Criss Romero, IFPTE, Local 21, informed the Commission about the grievance they have filed with the San Francisco Unified School District (SFUSD); he also spoke about a laid off City employee who was released from probation after bumping a SFUSD employee. SFUSD's refusal to allow a City employee with higher seniority to bump a SFUSD employee with less seniority is a violation of merit system Rules.

B) **Vote on whether to invoke the attorney-client privilege and go into closed session pursuant to California Government Code Sections 54956.9(b) [significant exposure to litigation] and 54956.9(c) [potential initiation of litigation] and San Francisco Administrative Code Section 67.10(d)(2). (Action Item)**

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:25 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President, CSC
Morgan R. Gorrono, Vice President, CSC
Mary Y. Jung, Commissioner
E. Dennis Normandy, Commissioner
Anita Sanchez, Executive Officer, CSC
Sandra Eng, Assistant Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Jennifer Johnston, Department of Human Resources
Gina Roccanova, Deputy City Attorney
Paul Zarefsky, Deputy City Attorney

C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - AS DEFENDANT (ONE OR MORE CASES); AS PLAINTIFF (ONE CASE)
Participation of San Francisco Unified School District in the City's Merit System Under Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights of Merit System Employees – (Discussion and Possible Action Item)

Closed Session ended at 2:11 p.m.

D) Reconvened in Open Session at 2:13 p.m.

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12 (a)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

2:14 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

6/09

ONALD A. CASPER
PRESIDENT

RGAN R. GORRONO
VICE PRESIDENT

OY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 6, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICERS' REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 6, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of March 16, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0074-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4117-08/09	Airport	$750,000	Will modernize SFO's network architecture to improve security, reliability and the delivery of new Shard Tenant Service (STS) offerings.	Regular	03/31/14
4118-08/09	Fire Department	$500,000	Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	12/31/11
4119-08/09	Municipal Transportation Agency	$500,000	Will provide specialized professional and technical transportation planning, engineering and environmental services.	Regular	05/30/11
4121-08/09	Recreation & Parks	$1,500,000	Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout.	Regular	06/30/11

March 16, 2009:

(1) Postpone PSC #4117-08/09 to the meeting of April 6, 2009 at the request of the Airport Commission.
(2) Postpone PSC #4118-08/09 to the meeting of April 6, 2009 at the request of the San Francisco Fire Department.
(3) Postpone PSC #4119-08/09 to the meeting of April 6, 2009 at the request of the Municipal Transportation Agency.
(4) Adopt the Human Resources Director's report on PSC #4121-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Boatwright dissent.) Continue to the meeting of April 6, 2009. (Three (3) votes are needed for Commission action.)

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0098-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-08/09	Children, Youth, & their Families	$1,039,750	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2009 Mayor's Summer Food Service Program.	Annual	06/30/10
1013-08/09	Airport Commission	$125,000	Will provide staffing and consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable.	Annual	06/30/10
1014-08/09	Airport Commission	$190,000	Will provide an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the South.	Annual	06/30/10
4124-08/09	Office of Economic & Workforce Dev.	$662,442	Will provide preparation and adoption of amendment to the Candlestick State Recreation Area Plan, which is an environmental review document.	Regular	12/31/10
4125-08/09	Mayor's Office	$1,275,000	Will provide federal lobbying services for the City, including identifying and advocating for or against legislation regulatory matters that impact the City.	Regular	06/30/13
4126-08/09	Arts Commission	$100,000	Will design, fabricate, deliver and install the art elements at the Randall Museum.	Regular	02/01/10
4127-08/09	Police	$200,000	Will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve office applicants, police cadet applicants, and police service aide applicants for the Police Department.	Regular	06/30/13
4128-08/09	Children and Families Commission	$165,000	Will provide visual and performing arts residencies and related teacher training for early childhood settings, directly impacting 3,000 children, their families and teachers at Preschool for All (PFA) Sites.	Regular	06/30/12
4129-08/09	Public Works	$3,000,000	Will perform as-needed highly specialized electrical engineering tasks that include constructability analysis, power system reliability studies, construction support, peer review validation, reports, and consultation for various types of public works projects.	Regular	10/31/14
4123-08/09	Film Commission.	Increase Amount $50,000 New Amount $100,000	Will digitally house photographs of San Francisco locations, both interior and exterior, suitable for still photography, commercial and feature filmmaking purposes.	Modi-fication	08/31/12
4119-07/08	Port	Increase Amount $800,000 New Amount $1,300,000	Will investigate environmental conditions in soil, groundwater and building materials at the Port's Pier 70 facility, including approximately 65 acres of land and approximately 416,000 square feet of building area.	Modi-fication	06/30/11
4041-08/09	Department of Technology	Increase Amount $507,682 New Amount $3,188,966	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Modi-fication	08/31/09
4112-99/00	Public Works	Increase Amount $22,000,000 New Amount $52,000,000	To provide architectural and engineering design services associated with Laguna Honda Hospital's Replacement Program. Additional redesign and construction administration services due to project delays.	Modi-fication	12/31/12

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request by John Radogno, Shop Steward, Teamsters Local 856 for reconsideration of the Civil Service Commission action of December 1, 2008 granting status to Troy B. Hines and Tracy Haynes from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (File No. 0099-09-3) – Action Item

Recommendation: Open for discussion.

(8) Report of Inspection Service Review regarding minimum qualifications for Class 4265 Senior Real Property Appraiser, Office of the Assessor-Recorder. (File No. 0079-09-1) - Action Item

March 2, 2009: The Commission requested staff to conduct an inspection service of the review of qualifications for Class 4265 examinations.

Recommendation: Accept the report and/or provide direction to the Executive Officer.

HUNMAN RESOURCES DIRECTOR'S REPORT

(9) Department of Human Resources Report on the Position-Based Testing Program. (File No. 0100-09-1) – Action Item

Recommendation: Accept the report.

(10) Department of Human Resources Annual Report on Provisional Appointments. (File No. 0101-09-1) – Action Item

Recommendation: Accept the report.

EXECUTIVE OFFICER'S REPORT

(11) Progress Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (File No. 0565-08-1) – Action Item

December 15, 2008:	Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.
January 5, 2009:	Accept the staff report; Proceed with the salary survey and report progress to the Commission.
February 2, 2009:	Accept the report.
March 2, 2009:	Accept the report.
Recommendation:	Open for discussion.

(12) Review of Pending Appeals Log as of March 31, 2009. (File No. 0102-09-1) – Action Item

Recommendation: Accept the report.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(15) ADJOURNMENT

Vice President Morgan R. Gorrono requests that the Commission adjourn the meeting in memory of Oakland police officers Sgt. Mark Dunakin, Sgt. Ervin Romans, Sgt. Daniel Sakai, and Officer John Hege who gave their lives in the line of duty on March 21, 2009.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
April 6, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:25 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Joy Y. Boatwright	Not Present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 16, 2009

Action: Approve. (Vote of 4 to 0)

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0074-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4117-08/09	Airport	$750,000	Will modernize SFO's network architecture to improve security, reliability and the delivery of new Shard Tenant Service (STS) offerings.	Regular	03/31/14
4118-08/09 *Postpone to 4/20/09*	Fire Department	$500,000	Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	12/31/11
4119-08/09	Municipal Transportation Agency	$500,000	Will provide specialized professional and technical transportation planning, engineering and environmental services.	Regular	05/30/11
4121-08/09 *Postpone to 4/20/09*	Recreation & Parks	$1,500,000	Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout.	Regular	06/30/11

March 16, 2009:

(1) Postpone PSC #4117-08/09 to the meeting of April 6, 2009 at the request of the Airport Commission.
(2) Postpone PSC #4118-08/09 to the meeting of April 6, 2009 at the request of the San Francisco Fire Department.
(3) Postpone PSC #4119-08/09 to the meeting of April 6, 2009 at the request of the Municipal Transportation Agency.
(4) Adopt the Human Resources Director's report on PSC #4121-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Boatwright dissent.) Continue to the meeting of April 6, 2009. (Three (3) votes are needed for Commission action.)

Speakers: Cynthia Avakian, Dee Quesada and Rene Leedman, San Francisco International Airport and Pam Covington and Richard Isen, IFPTE Local 21 spoke on PSC #4117-08/09.
Suzanne Chen-Harding, Municipal Transportation Agency spoke on PSC #4119-08/09.

Action:

(1) Postpone PSC #4118-08/09 to the meeting of April 20, 2009 at the request of the San Francisco Fire Department. (Vote of 4 to 0)
(2) Postpone PSC #4121-08/09 to the meeting of April 20, 2009 at the request of Recreation and Parks Department. (Vote of 4 to 0)

0074-09-8 (continued)

(3) Adopt the Human Resources Director's report on PSC #4117-08/09 on the condition that the Airport Commission report back to the Commission within 30 days regarding its efforts to appoint a 1044 Principal IS Engineer and a 1070 IS Project Director and how the contractor is working with City employees to perform the ongoing maintenance of the system after completion of the project. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

(4) Adopt the Human Resources Director's report on PSC #4119-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0098-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-08/09	Children, Youth, & their Families	$1,039,750	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2009 Mayor's Summer Food Service Program.	Annual	06/30/10
1013-08/09	Airport Commission	$125,000	Will provide staffing and consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable.	Annual	06/30/10
1014-08/09	Airport Commission	$190,000	Will provide an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the South.	Annual	06/30/10
4124-08/09	Office of Economic & Workforce Dev.	$662,442	Will provide preparation and adoption of amendment to the Candlestick State Recreation Area Plan, which is an environmental review document.	Regular	12/31/10
4125-08/09	Mayor's Office	$1,275,000	Will provide federal lobbying services for the City, including identifying and advocating for or against legislation regulatory matters that impact the City.	Regular	06/30/13
4126-08/09	Arts Commission	$100,000	Will design, fabricate, deliver and install the art elements at the Randall Museum.	Regular	02/01/10
4127-08/09	Police	$200,000	Will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve office applicants, police cadet applicants, and police service aide applicants for the Police Department.	Regular	06/30/13
4128-08/09	Children and Families Commission	$165,000	Will provide visual and performing arts residencies and related teacher training for early childhood settings, directly impacting 3,000 children, their families and teachers at Preschool for All (PFA) Sites.	Regular	06/30/12
4129-08/09	Public Works	$3,000,000	Will perform as-needed highly specialized electrical engineering tasks that include constructability analysis, power system reliability studies, construction support, peer review validation, reports, and consultation for various types of public works projects.	Regular	10/31/14
4123-08/09	Film Commission	Increase Amount $50,000 New Amount $100,000	Will digitally house photographs of San Francisco locations, both interior and exterior, suitable for still photography, commercial and feature filmmaking purposes.	Modi-fication	08/31/12

4119-07/08 ***Postpone to 4/20/09***	Port	Increase Amount $800,000 New Amount $1,300,000	Will investigate environmental conditions in soil, groundwater and building materials at the Port's Pier 70 facility, including approximately 65 acres of land and approximately 416,000 square feet of building area.	Modi-fication	06/30/11
4041-08/09	Department of Technology	Increase Amount $507,682 New Amount $3,188,966	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Modi-fication	08/31/09
4112-99/00	Public Works	Increase Amount $22,000,000 New Amount $52,000,000	To provide architectural and engineering design services associated with Laguna Honda Hospital's Replacement Program. Additional redesign and construction administration services due to project delays.	Modi-fication	12/31/12

Speakers: Libby Albert and Artina Lim, Department of Children, Youth & Their Families spoke on PSC #1012-08/09.
Tiffany Bohee, Office of Economic Workforce Development spoke on PSC #4124-08/09.
Mary Chu, Arts Commission spoke on PSC #4126-08/09.
Tamerat Awetu and Severino (Jun) Caranto, Department of Public Works spoke on PSC #4129-08/09.
Stefanie Coyote and Christine Munday, Film Commission spoke on PSC #4123-08/09.

Action:

(1) Postpone PSC #4119-07/08 to the meeting of April 20, 2009 at the request of the Port of San Francisco. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on PSC #4123-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0; Commissioner Jung missed vote.)
(3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

Note: President Donald Casper presented the following statement regarding PSC #1012-08/09: In passing upon personal services contracts, the basic test employed by this Commission is whether the proposed services "are of such a nature that they could be performed by one selected under the provisions of civil service." (*State Compensation Ins. Fund v. Riley* (1936) 9 Cal.3d 126, 135.) The restriction on contracting out the City's work is not found in any express provision of the Charter. "Rather, it emanates from an implicit necessity for protecting the policy of the organic civil service mandate against dissolution and destruction." (*California State Employees' Assn. v. Williams* (1970) 7 Cal.App.3d 390, 397.) That is the basis for this Commission's jurisdiction with respect to personal services or outsourcing contracts.

Here, the proposed services are to be performed by classified or non-certified employees of the San Francisco Unified School District to implement the Mayor's 2009 Summer Food Service Program. The Department of Children, Youth and Their Families seeks approval of a contract with the School District for the preparation of daily lunches by District personnel employed in food service classifications, including 2604 Food Service Worker, 2618 Food Service Supervisor, and 2650 Assistant Cook.

0098-09-8 (continued)

As provided by Section 45318 of the State Education Code, classified or non-certificated personnel of the San Francisco Unified School District are employed pursuant to the merit system provisions of the City Charter. They are subject to the control of this Commission and, as such, are members of the City's classified civil service. (*Evans v. San Francisco Unified School Dist.* (1989) 209 Cal.App.3d 1478, 1481.)

Therefore, not only will the services rendered under the proposed Summer Food Service Program contract with the School District be of a nature that they could be performed by members of the City's classified civil service. The services will in fact be performed by them. The integrity of the merit system will not be endangered. In my opinion, it was unnecessary to have brought this contract to this Commission for review. The Department of Children, Youth, and Their Families recognizes my position in this regard. It has submitted the contract to this Commission to escape a procedural, no, bureaucratic knot in the Controller's office. I vote to approve the contract only to assist the Department in achieving the contract's purpose. While civil service time may be measured in very long increments, life is still too short.

The Executive Officer informed the Commission that she advised the Department to submit the PSC request for approval by the Commission. In the event the Department does not use School District civil service personnel, the approval is in place and there is no delay in providing the service.

0099-09-3 **Request by John Radogno, Shop Steward, Teamsters Local 856 for reconsideration of the Civil Service Commission action of December 1, 2008 granting status to Troy B. Hines and Tracy Haynes from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (Item No. 7)**

Disclosure: Vice President Morgan Gorrono disclosed that he is a former member of Teamsters Local 856 and that it will not affect his ability to be fair.

Speakers: Anita Sanchez, Executive Officer
John Radogno, Appellant
Allison Magee, Juvenile Probation

Action: Deny the request by John Radogno for reconsideration of the Civil Service Commission action of December 1, 2008 granting status to Troy B. Hines and Tracy Haynes from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (Vote of 4 to 0)

0079-09-1 **Report of Inspection Service Review regarding minimum qualifications for Class 4265 Senior Real Property Appraiser, Office of the Assessor-Recorder. (Item No. 8)**

March 2, 2009: The Commission requested staff to conduct an inspection service of the review of qualifications for Class 4265 examinations.

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the report. Directed the Executive Officer to instruct departments to verify experience and education in reviewing the minimum qualifications of applicants. (Vote of 4 to 0)

0100-09-1 **Department of Human Resources Report on the Position-Based Testing Program. (Item No. 9)**

Speakers: John Kraus, Department of Human Resources
Stephanie Mayorga-Tipton, Department of Human Resources
Anna Biasbas, Department of Human Resources

Action: Accept the report. (Vote of 4 to 0)

0101-09-1 **Department of Human Resources Annual Report on Provisional Appointments. (Item No. 10)**

Speakers: John Kraus, Department of Human Resources

Action: Accept the report. (Vote of 4 to 0)

0565-08-1 **Progress Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (Item No. 11)**

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

February 2, 2009: Accept the report.

0565-08-1 (continued)

March 2, 2009: Accept the report.

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the report. (Vote of 4 to 0)

0102-09-1 **Review of Pending Appeals Log as of March 31, 2009. (Item No. 12)**

Speakers: Anita Sanchez, Executive Officer
Jennifer Johnston, Department of Human Resources

Action: Accept the report. Directed Executive Officer to check availability of hearing rooms, notify departments and begin scheduling hearings.

The Executive Officer will inform all departments that the Commission directed that all appeals be scheduled as soon as possible and that they should be prepared to come before the Commission within two weeks from date of notice.
(Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)

Alexis Torres, IFPTE Local 21 introduced Dara Geckeler who appealed to the Commission to have the Department of Human Resources conduct an examination for 2822 Health Educator. Ms. Geckeler has been a provisional 2822 Health Educator appointee for three (3) years.

Virginia Morgan is pleased to see the Commission is in the process of scheduling the backlog of appeals.

Ging Louie, IFPTE Local 21 expressed his disappointment in the Recreation and Parks Department for postponing the PSC #4121-08/09 without notification to IFPTE Local 21.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

President Donald A. Casper requested an inspection into the procedures utilized by departments in verifying information on employment applications of past and current employees.

ADJOURNMENT

5:07 p.m.

Vice President Morgan R. Gorrono requests that the Commission adjourn the meeting in memory of Oakland police officers Sergeant Mark Dunakin, Sergeant Ervin Romans, Sergeant Daniel Sakai, and Officer John Hege who gave their lives in the line of duty on March 21, 2009.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

04-16-09A11:16 RCVD

Agenda and Notice of Special Meeting

Monday, April 20, 2009

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

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COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
XECUTIVE OFFICER

I. Call to Order and Roll Call.

II. **Participation of San Francisco Unified School District in the City's Merit System Under California Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights in Connection With Layoffs of City Employees (DISCUSSION AND POSSIBLE ACTION)**

POSSIBLE CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS DEFENDANT (ONE OR MORE CASES); AS PLAINTIFF (ONE CASE)

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to invoke the attorney-client privilege and go into closed session pursuant to California Government Code Sections 54956.9(b) [significant exposure to litigation] and 54956.9(c) [potential initiation of litigation] and San Francisco Administrative Code Section 67.10(d)(2). **(Action Item)**

C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - AS DEFENDANT (ONE OR MORE CASES); AS PLAINTIFF (ONE CASE)
Participation of San Francisco Unified School District in the City's Merit System Under Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights of Merit System Employees – **(Discussion and Possible Action Item)**

D) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). **(Action Item)**

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1(a)(2) and San Francisco Administrative Code Section 67.12(b)(2).

February 2, 2009: The Commission voted not to disclose any or all discussions held in closed session.

April 6, 2009: The Commission voted not to disclose any or all discussions held in closed session.

III. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 4/15/09

N NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Minutes of Special Meeting

Monday, April 20, 2009
1:00 p.m.

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I. The Special Meeting was called to order at 1:16 p.m.

Present: President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner E. Dennis Normandy

Not Present: Commissioner Mary Y. Jung (arrived at 1:54 p.m.)

President Donald A. Casper presided.

II. **Participation of San Francisco Unified School District in the City's Merit System Under California Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights in Connection With Layoffs of City Employees (DISCUSSION AND POSSIBLE ACTION)**

POSSIBLE CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS DEFENDANT (ONE OR MORE CASES)

A) **Public Comment on all matters pertaining to the Agenda item and the potential closed session.**

Tim O'Connell, Sheet Metal Workers Local 104, indicated that SFUSD employees represented by Local 104 are opposed to the SFUSD's refusal to accept their displaced City members. They want the bumping rights to continue between the School District and the City.

B) **Vote on whether to invoke the attorney-client privilege and go into closed session pursuant to California Government Code Sections 54956.9(b) [significant exposure to litigation] and 54956.9(c) [potential initiation of litigation] and San Francisco Administrative Code Section 67.10(d)(2). (Action Item)**

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:21 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President, CSC
Morgan R. Gorrono, Vice President, CSC
Joy Y. Boatwright, Commissioner
Mary Y. Jung, Commissioner (arrived at 1:54 p.m.)
E. Dennis Normandy, Commissioner
Anita Sanchez, Executive Officer, CSC

Sandra Eng, Assistant Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Micki Callahan, Human Resources Director
Paul Zarefsky, Deputy City Attorney

C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - AS DEFENDANT (ONE OR MORE CASES); AS PLAINTIFF (ONE CASE)
Participation of San Francisco Unified School District in the City's Merit System Under Education Code Section 45318, and Current Refusal of the School District To Follow Civil Service Rules Governing Layoff/Bumping Rights of Merit System Employees – (Discussion and Possible Action Item)

Closed Session ended at 2:00 p.m.

D) Reconvened in Open Session at 2:03 p.m.

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12 (a)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0; Commissioner Boatwright missed vote)

III. Adjournment

2:04 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/09

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PRESIDENT

RGAN R. GORRONO
VICE PRESIDENT

DY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 20, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

04-16-09A11:18 RCVD

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 20, 2009
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of March 30, 2009

Recommendation: Approve.

Special Meeting of April 6, 2009

Recommendation: Approve.

Regular Meeting of April 6, 2009

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0074-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4118-08/09	Fire Department	$500,000	Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	12/31/11
4121-08/09	Recreation & Parks	$1,500,000	Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout.	Regular	06/30/11

March 16, 2009:

(1) Postpone PSC #4117-08/09 to the meeting of April 6, 2009 at the request of the Airport Commission.
(2) Postpone PSC #4118-08/09 to the meeting of April 6, 2009 at the request of the San Francisco Fire Department.
(3) Postpone PSC #4119-08/09 to the meeting of April 6, 2009 at the request of the Municipal Transportation Agency.
(4) Adopt the Human Resources Director's report on PSC #4121-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Boatwright dissent.) Continue to the meeting of April 6, 2009. (Three (3) votes are needed for Commission action.)

April 6, 2009:

(1) Postpone PSC #4118-08/09 to the meeting of April 20, 2009 at the request of the San Francisco Fire Department.
(2) Postpone PSC #4121-08/09 to the meeting of April 20, 2009 at the request of Recreation and Park Department.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0098-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4119-07/08	Port	Increase Amount $800,000 New Amount $1,300,000	Will investigate environmental conditions in soil, groundwater and building materials at the Port's Pier 70 facility, including approximately 65 acres of land and approximately 416,000 square feet of building area.	Modi-fication	06/30/11

April 6, 2009: Postpone to the meeting of April 20, 2009 at the request of the Port of San Francisco.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0127-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1015-08/09	Arts Commission	$1,737,925	Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This is the 58th year for Summer POPS concerts.	Annual	03/31/10
2010-08/09	Public Health	$26,000,000	Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.	Continuing	06/30/14
2011-08/09	Public Health	$51,000,000	Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.	Continuing	06/30/12
2012-08/09 *Appealed, On Regular Agenda*	Public Health	$247,200,000	Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.	Continuing	12/31/10
4130-08/09	Airport Commission	$6,000,000	Will establish pool of overseas representation partners with on-the-ground representation overseas to promote Airport and San Francisco at international trade & tourism exhibitions worldwide.	Regular	06/30/14
4131-08/09	Public Health	$750,000	Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.	Regular	06/30/18
4132-08/09	Public Health	$1,200,000	Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.	Regular	12/31/13
4133-08/09	Public Health	$600,000	Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).	Regular	06/30/14

4134-08/09	Public Health	$1,650,000	Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	Regular	12/31/19

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(8) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2009-2010. (File No. 0126-09-3) – Action Item

Recommendation: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2009.

REGULAR AGENDA

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(9) Secondary Criteria for Q–35 Police Assistant Inspector. (File No. 0128-09-1) - Action Item

Recommendation: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q–35 Police Assistant Inspector.

(10) Secondary Criteria for Q–50 Police Sergeant. (File No. 0129-09-1) - Action Item

Recommendation: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 50 Police Sergeant.

(11) Appeal by IFPTE Local 21 of the Request for Approval of Personal Services Contract Number 2012-08/09. (File No. 0139-09-8) – Action Item

Recommendation: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(12) Report on the Certification of Benefits of Elected Officials (including members of the Board of Supervisors) for Fiscal Year 2009 – 10 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (File No. 0130-09-1) - Action Item

Recommendation: Open for discussion; certify the benefits of elected officials at the meeting of May 4, 2009.

(13) Preliminary Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (File No. 0565-08-1) – Action Item

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

February 2, 2009: Accept the report.

March 2, 2009: Accept the report.

April 6, 2009: Accept the report.

Recommendation: Accept the report; provide direction if needed; set the salary for Member, Board of Supervisors for a five (5) year cycle effective July 1, 2009 through June 30, 2014 at the meeting of May 4, 2009.

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) Request for hearing by Michael Crandell on future employment restrictions as 1209 Benefits Technician, Department of Human Resources. (File No. 0009-09-7) - Action Item

Recommendation:
(1) Cancel any current examination and eligibility status;
(2) No future employment with the City and County of San Francisco.

COMMISSIONERS' BUSINESS

(15) Consideration to Waive the Attorney-Client Privilege applicable to the City Attorney's Opinion of the Civil Service Commission's Remedial Authority in Discrimination Appeals. (File No. 0131-09-1) – Discussion and Possible Action Item

Recommendation: Open for discussion.

(16) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(17) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

NALD A. CASPER
PRESIDENT

RGAN R. GORRONO
VICE PRESIDENT

Y Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
XECUTIVE OFFICER

MINUTES
Regular Meeting
April 20, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:14 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of March 30, 2009

Action: Approve. (Vote of 5 to 0)

Special Meeting of April 6, 2009

Action: Approve. (Vote of 5 to 0)

Regular Meeting of April 6, 2009

Action: Approve. (Vote of 5 to 0)

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0074-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4118-08/09	Fire Department	$500,000	Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Regular	12/31/11
4121-08/09	Recreation & Parks	$1,500,000	Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout.	Regular	06/30/11

March 16, 2009:

(1) Postpone PSC #4117-08/09 to the meeting of April 6, 2009 at the request of the Airport Commission.
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(3) Postpone PSC #4119-08/09 to the meeting of April 6, 2009 at the request of the Municipal Transportation Agency.
(4) Adopt the Human Resources Director's report on PSC #4121-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Boatwright dissent.) Continue to the meeting of April 6, 2009. (Three (3) votes are needed for Commission action.)

April 6, 2009:

(1) Postpone PSC #4118-08/09 to the meeting of April 20, 2009 at the request of the San Francisco Fire Department.
(2) Postpone PSC #4121-08/09 to the meeting of April 20, 2009 at the request of Recreation and Park Department.

Speakers:

Captain Andy Zanoff, San Francisco Fire Department spoke on PSC #4118-08/09.
Jim Lazarus, President, Recreation & Parks Commission, Jared Blumenfeld and Rhoda Parhams, Recreation & Parks Department and Joe Brenner, Ging Louie and Jim Buker, IFPTE Local 21 spoke on PSC #4121-08/09.

Note:

Recreation & Parks Department indicated they will submit quarterly reports to the Commission on the progress of the seven projects.

Action:

(1) Adopt the Human Resources Director's report on PSC #4118-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
(2) Adopt the Human Resources Director's report on PSC #4121-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 1; Commissioner Boatwright dissents.)

0074-09-8 (continued)

Note: President Casper stated his reasons for voting in favor of the contract are: 1) Emergency is an exception to the rule that work which the City seeks to perform, must be performed by the City's civil servants. There must be controls on out-sourcing; otherwise the integrity of the merit system would be undermined. Emergency is an acceptable reason for contracting out.

Commissioner Normandy stated that his vote had to do with the urgency of the bond measure and internal employee capability versus the financial impact and the cost to the City for inaction. While he has great respect for the position that the IFPTE Local 21 has taken, it is important that this Commission always err on the side of the personnel of the City.

Commissioner Gorrono stated the reason for his vote is because of the quarterly reports that will be coming to the Commission and the urgency of the bond sales and the fact that IFPTE Local 21 cannot identify any lay-offs because of the action.

Commissioner Boatwright voted nay because of IFPTE Local 21's presentation.

Commissioner Jung echoed President Casper's comments.

0098-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4119-07/08	Port	Increase Amount $800,000 New Amount $1,300,000	Will investigate environmental conditions in soil, groundwater and building materials at the Port's Pier 70 facility, including approximately 65 acres of land and approximately 416,000 square feet of building area.	Modi-fication	06/30/11

April 6, 2009: Postpone to the meeting of April 20, 2009 at the request of the Port of San Francisco.

Speakers: None.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0127-09-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1015-08/09	Arts Commission	$1,737,925	Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This is the 58th year for Summer POPS concerts.	Annual	03/31/10
2010-08/09	Public Health	$26,000,000	Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.	Continuing	06/30/14
2011-08/09	Public Health	$51,000,000	Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.	Continuing	06/30/12
2012-08/09 *Appealed, On Regular Agenda*	Public Health	$247,200,000	Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.	Continuing	12/31/10
4130-08/09	Airport Commission	$6,000,000	Will establish pool of overseas representation partners with on-the-ground representation overseas to promote Airport and San Francisco at international trade & tourism exhibitions worldwide.	Regular	06/30/14
4131-08/09	Public Health	$750,000	Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.	Regular	06/30/18
4132-08/09	Public Health	$1,200,000	Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.	Regular	12/31/13
4133-08/09	Public Health	$600,000	Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).	Regular	06/30/14
4134-08/09	Public Health	$1,650,000	Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	Regular	12/31/19

Speakers: Jacquie Hale, Gloria Wilder and Sai Ling Chan-Sew, Department of Public Health spoke on PSC #2011-08/09.
Cynthia Avakian and Candace Bender, San Francisco International Airport spoke on PSC #4130-08/09.
Jacquie Hale and Dr. Hosea Thomas, Department of Public Health spoke on PSC #4131-08/09.
Dr. Hosea Thomas, Department of Public Health spoke on PSC #4133-08/09.
Jacquie Hale and Frank Patt, Department of Public Health spoke on PSC #4134-08/09.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0126-09-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2009-2010. (Item No. 8)**

Speakers: None.

Action: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2009. (Vote of 5 to 0)

0128-09-1 **Secondary Criteria for Q–35 Police Assistant Inspector. (Item No. 9)**

Speakers: Saru Cownan, Department of Human Resources

Action: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q–35 Police Assistant Inspector. (Vote of 5 to 0)

0129-09-1 **Secondary Criteria for Q–50 Police Sergeant. (Item No. 10)**

Speakers: None.

Action: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 50 Police Sergeant. (Vote of 5 to 0)

Note: President Casper stated that the criteria are valid but also sufficiently broad enough to allow the Chief of Police discretion in making appointments from an eligible list within the confines set forth. The Chief should be allowed broad discretion.

0139-09-8 **Appeal by IFPTE Local 21 of the Request for Approval of Personal Services Contract Number 2012-08/09. (Item No. 11)**

Speakers: Alexis Torres, IFPTE Local 21
Wesley Wong, Employee affected by lay-offs
Jacquie Hale, Department of Public Health

Action: Continue to the meeting of May 18, 2009 to allow further discussions between the Department of Public Health and IFPTE Local 21. (Vote of 5 to 0)

0130-09-1 **Report on the Certification of Benefits of Elected Officials (including members of the Board of Supervisors) for Fiscal Year 2009 – 10 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (Item No. 12)**

Speakers: Sandra Eng, Civil Service Commission

Action: Accept the report; certify the benefits of elected officials at the meeting of May 4, 2009. (Vote of 5 to 0)

0565-08-1 **Preliminary Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (Item No. 13)**

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

February 2, 2009: Accept the report.

March 2, 2009: Accept the report.

April 6, 2009: Accept the report.

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the report; set the salary for Member, Board of Supervisors for a five (5) year cycle effective July 1, 2009 through June 30, 2014 at the meeting of May 4, 2009. (Vote of 5 to 0)

0009-09-7 **Request for hearing by Michael Crandell on future employment restrictions as 1209 Benefits Technician, Department of Human Resources. (Item No. 14)**

Speakers: None.

Action:
(1) Cancel any current examination and eligibility status;
(2) No future employment with the City and County of San Francisco. (Vote of 5 to 0) Michael Crandell failed to appear.

0009-09-7 (continued)

Note: President Casper stated his reason for voting in favor of the Human Resources Director's recommendation as follows: He considers the Commission's action on post termination employment restrictions to be important because it affects the careers and career paths of employees who have been terminated; One of the benefits of having the Commission weigh in on post termination employment restrictions by the appeals process is that through open discussion, standards can over time emerge and be shaped; a decision on an appeal of a post termination employment restriction is a process in which there is both predictability and flexibility because the facts of every case is different.

President Casper further noted that one of the proposals for Civil Service Reform that's being floated is that this Commission no longer hears appeals on post termination employment restrictions. He wanted to show that the more rational way of going about determining post termination employment restrictions is through an open process where standards are developed publicly.

The Executive Officer reminded the Commissioners that it is their Charter mandated duty to provide qualified individuals for public employment and this goes to the heart of fitness for duty of applicants.

0131-09-1 **Consideration to Waive the Attorney-Client Privilege applicable to the City Attorney's Opinion of the Civil Service Commission's Remedial Authority in Discrimination Appeals. (Item No. 15)**

Speakers: None.

Action: Waive the Attorney-Client Privilege applicable to the City Attorney's Opinion of the Civil Service Commission's Remedial Authority in Discrimination Appeals. Make opinion available to the public. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 16)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 17)

President Donald A. Casper stated that the Commission should have in place a simple rule which allows the Commission to depart from Civil Service Commission Rules; i.e. it might be that the Commission order a department head to make an appointment from an eligible list; it could be that the Commission order an appointment after an eligible list has expired.

Commissioner Normandy suggested that we schedule at least four discrimination appeals per meeting and discipline ourselves to thirty minutes for each case.

He also inquired again about whether the Department of Human Resources uses E-verify for background reviews. He requested a formal report from the Department of Human Resources on the matter.

ADJOURNMENT (Item No. 18)

4:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

NALD A. CASPER
PRESIDENT

GAN R. GORRONO
VICE PRESIDENT

Y Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
XECUTIVE OFFICER

AGENDA

Regular Meeting
of
May 4, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

COMMISSIONERS' BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 4, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of April 20, 2009

Recommendation: Approve.

Regular Meeting of April 20, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0157-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2013-08/09	Public Health	$70,000,000	Will provide psychiatric care to adults and/or older adults in 24-hour licensed Skilled Nursing Facilities and/or locked adult facilities and/or Mental Health Rehabilitation Centers (MHRCs).	Continuing	06/30/14
4135-08/09	Municipal Transportation Agency	$30,000,000	Will provide a Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary equipment and service for the Advance Train Control System (ATCS).	Regular	04/20/17
4136-08/09	Municipal Transportation Agency	$10,000,000	Will provide the reliability of the ATCS for its design life by obtaining maintenance support service, including remote support, notification and provision of Software Updates and Software Upgrades.	Regular	05/04/19
4137-08/09	Municipal Transportation Agency	$200,000	San Francisco County Transportation Authority will provide services for a travel behavior survey, travel demand forecasting, financial feasibility assessment of design concepts, and related work for EN TRIPS.	Regular	09/30/11
4138-08/09	Municipal Transportation Agency	$250,000	Will provide labor, materials, consumables and supervision to install event recorders in the SFMTA's rubber tire revenue vehicles.	Regular	12/31/09
4139-08/09	Public Utilities Commission	$350,000	Will provide design, fabrication, testing and delivery services to procure a specialty, one-of-a-kind 72 inch diameter steel or ductile iron pipeline slip joint for the SFPUC's Seismic Upgrade of Bay Div. Pipelines No. 3 & 4 at the Hayward Fault Project.	Regular	12/01/09
4140-08/09	Emergency Management	$1,500,000	Will provide subject matter expertise in the area of strategic communications and community outreach in an effort to build resiliency in neighborhoods through our Community Hub program.	Regular	03/31/12
4055-06/07	Human Rights Commission	Increase Amount $422,177 New Amount $1,272,177	Will provide technical and specialized services that help increase Local Business Enterprise (LBE) participation in City construction projects by assisting LBE contractors or subcontractors in obtaining or increasing bonding and financing.	Modi-fication	06/30/10
4099-07/08	Department of Technology	Increase Amount $0.00 New Amount $10,000,000	Will provide a upgrade to the City's existing wireless communications network to standard's based 800MHz Project 25 Infrastructure. The modification of time is needed to complete Phase 7 of original contract work.	Modi-fication	07/31/11

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Certification of Benefits of Elected Officials (including members of the Board of Supervisors) for Fiscal Year 2009-10 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (File No. 0130-09-1) - Action Item

April 20, 2009: Accept the report; certify the benefits of elected officials at the meeting of May 4, 2009.

Recommendation: Accept the report; Certify the benefits of elected officials (including members of the Board of Supervisors) for Fiscal Year 2009-10 of the City and County of San Francisco in accordance with Charter Section A8.409-1; Set the benefits for elected officials (including Board of Supervisors) at the same level of benefits provided to employees represented by the Municipal Executives' Association in effect on July 1, 2009 for Fiscal Year 2009-10.

(7) Annual Salary Adjustment of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer-Tax Collector, and Sheriff) in accordance with Charter Section A8.409-1. (File No. 0158-09-3) – Action Item

Recommendation: Accept the report; Due to a 0.0% CPI-U change, salary of elected officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer-Tax Collector, and Sheriff) to remain at Fiscal Year 2008-09 amounts for Fiscal Year 2009-10, in accordance with Charter Section A8.409-1.

(8) Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (File No. 0565-08-1) – Action Item

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

February 2, 2009: Accept the report.

File No. 0565-08-1 (continued)

March 2, 2009:	Accept the report.
April 6, 2009:	Accept the report.
April 20, 2009:	Accept the report; set the salary for Member, Board of Supervisors for a five (5) year cycle effective July 1, 2009 through June 30, 2014 at the meeting of May 4, 2009.
Recommendation:	Set the salary for Member, Board of Supervisors for a five (5) year cycle effective July 1, 2009 through June 30, 2014; transmit to the Controller.

(9) Proposed Amendment for Civil Service Commission Rule Series 003 – Equal Employment Opportunity to authorize the Civil Service Commission to override Civil Service Rules to effectuate a Discrimination Remedy (File No. 0159-09-5) – Action Item

Recommendation: Post for meet and confer.

COMMISSIONERS' BUSINESS

(10) Consideration of formation of a working group to facilitate dialogue between the Civil Service Commission and the San Francisco Unified School District over civil service issues. (File No. 0160-09-1) – Discussion and Possible Action Item

Recommendation: Open for discussion.

(11) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(12) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(13) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
May 4, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:09 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Mary Y. Jung	Present (Left at 4:11 p.m.; Missed Item #s 9 through 13)
Commissioner E. Dennis Normandy	Not Present (Notified absence)

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Reggie McCray, President, TWU Local 200 stated his objection to PSC #4138-08/09.

APPROVAL OF MINUTES

Special Meeting of April 20, 2009

Action: Approve. (Vote of 4 to 0)

Regular Meeting of April 20, 2009

Action: Approve. (Vote of 4 to 0)

0157-09-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2013-08/09	Public Health	$70,000,000	Will provide psychiatric care to adults and/or older adults in 24-hour licensed Skilled Nursing Facilities and/or locked adult facilities and/or Mental Health Rehabilitation Centers (MHRCs).	Continuing	06/30/14
4135-08/09	Municipal Transportation Agency	$30,000,000	Will provide a Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary equipment and service for the Advance Train Control System (ATCS).	Regular	04/20/17
4136-08/09	Municipal Transportation Agency	***$5,000,000***	Will provide the reliability of the ATCS for its design life by obtaining maintenance support service, including remote support, notification and provision of Software Updates and Software Upgrades.	Regular	***05/04/14***
4137-08/09	Municipal Transportation Agency	$200,000	San Francisco County Transportation Authority will provide services for a travel behavior survey, travel demand forecasting, financial feasibility assessment of design concepts, and related work for EN TRIPS.	Regular	09/30/11
4138-08/09	Municipal Transportation Agency	$250,000	Will provide labor, materials, consumables and supervision to install event recorders in the SFMTA's rubber tire revenue vehicles.	Regular	12/31/09
4139-08/09	Public Utilities Commission	$350,000	Will provide design, fabrication, testing and delivery services to procure a specialty, one-of-a-kind 72 inch diameter steel or ductile iron pipeline slip joint for the SFPUC's Seismic Upgrade of Bay Div. Pipelines No. 3 & 4 at the Hayward Fault Project.	Regular	12/01/09
4140-08/09	Emergency Management	$1,500,000	Will provide subject matter expertise in the area of strategic communications and community outreach in an effort to build resiliency in neighborhoods through our Community Hub program.	Regular	03/31/12
4055-06/07	Human Rights Commission	Increase Amount $422,177 New Amount $1,272,177	Will provide technical and specialized services that help increase Local Business Enterprise (LBE) participation in City construction projects by assisting LBE contractors or subcontractors in obtaining or increasing bonding and financing.	Modi-fication	06/30/10
4099-07/08	Department of Technology	Increase Amount $0.00 New Amount $10,000,000	Will provide a upgrade to the City's existing wireless communications network to standard's based 800MHz Project 25 Infrastructure. The modification of time is needed to complete Phase 7 of original contract work.	Modi-fication	07/31/11

Speakers: Jacquie Hale, Kelly Hiramoto and Susie Reichert, Department of Public Health spoke on PSC #2013-08/09.
Patty DeVlieg and Wai Tom, Municipal Transportation Agency spoke on PSC #4135-08/09 and 4136-08/09.
Elson Hao, Municipal Transportation Agency and Reggie McCray, TWU Local 200 spoke on PSC #4138-08/09.
Rob Dudgeon, Department of Emergency Management and Joe Brenner, IFPTE Local 21 spoke on PSC #4140-08/09.
Jill Jay and Zula Jones, Human Rights Commission spoke on PSC #4055-06/07.

0157-09-8 (continued)

Action:

(1) Adopt the Human Resources Director's report on PSC #4138-08/09 on the condition that the Municipal Transportation Agency meet with TWU Local 200 regarding their concerns and that the Municipal Transportation Agency apprise TWU Local 200 of all training activity that is to take place once the contract is signed. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

(2) Adopt the Human Resources Director's report on PSC #4140-08/09 on the condition that the Department of Emergency Management shall meet with IFPTE Local 21 to discuss the maximum use of IFPTE Local 21 represented classifications under applicable Department of Homeland Security requirements and guidelines. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

(3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0130-09-1 **Certification of Benefits of Elected Officials (including members of the Board of Supervisors) for Fiscal Year 2009-10 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (Item No. 6)**

April 20, 2009: Accept the report; certify the benefits of elected officials at the meeting of May 4, 2009.

Speakers: Sandra Eng, Civil Service Commission
Paul Zarefsky, Deputy City Attorney

Action: Accept the report; Certify the benefits of elected officials (including members of the Board of Supervisors) for Fiscal Year 2009-10 of the City and County of San Francisco in accordance with Charter Section A8.409-1; Continue the same level of benefits for elected officials (including Board of Supervisors) as those of covered Management employees in the Unrepresented Employees Ordinance in effect on July 1, 2009 for Fiscal Year 2009-10. (Vote of 4 to 0)

0158-09-3 **Annual Salary Adjustment of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer-Tax Collector, and Sheriff) in accordance with Charter Section A8.409-1. (Item No. 7)**

Speakers: Anita Sanchez, Executive Officer
Paul Zarefsky, Deputy City Attorney

Action: Accept the report; Due to a 0.0% CPI-U change, salary of elected officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer-Tax Collector, and Sheriff) to remain at Fiscal Year 2008-09 amounts for Fiscal Year 2009-10, in accordance with Charter Section A8.409-1. (Vote of 4 to 0)

Note: Due to the City's projected budget deficit, the City and employee organizations are in discussions to amend compensation provisions of existing MOUs. Should there be agreements reached to amend the MOUs, the Commission shall review and amend the salaries of elected officials in accordance with Charter Section A8.409-1.

0565-08-1 **Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (Item No. 8)**

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

February 2, 2009: Accept the report.

March 2, 2009: Accept the report.

April 6, 2009: Accept the report.

April 20, 2009: Accept the report; set the salary for Member, Board of Supervisors for a five (5) year cycle effective July 1, 2009 through June 30, 2014 at the meeting of May 4, 2009.

0565-08-1 (continued)

Speakers: Luz Morganti, Civil Service Commission
Paul Zarefsky, Deputy City Attorney

Action: Set the salary for Member, Board of Supervisors at the current rate of $98,660 annually for a five (5) year cycle effective July 1, 2009 through June 30, 2014; Increase the salary for each fiscal year effective the second year, July 1, 2010 based on the CPI-U change of the prior calendar year reported in January of each year and not to exceed 5%; Salary will not decrease in the event the CPI-U falls below zero; Transmit to the Controller. (Vote of 4 to 0)

Note: Due to the City's projected budget deficit, the City and employee organizations are in discussions to amend compensation provisions of existing MOUs. Should there be agreements reached to amend the MOUs, the Commission shall review and amend the salary of Member, Board of Supervisors in accordance with Charter Section 2.100.

0159-09-5 **Proposed Amendment for Civil Service Commission Rule Series 003 – Equal Employment Opportunity to authorize the Civil Service Commission to override Civil Service Rules to effectuate a Discrimination Remedy (Item No. 9)**

Speakers: Anita Sanchez, Executive Officer

Action: Post for adoption following meet and confer. (Vote of 3 to 0)

0160-09-1 **Consideration of formation of a working group to facilitate dialogue between the Civil Service Commission and the San Francisco Unified School District over civil service issues. (Item No. 10)**

Speakers: Anita Sanchez, Executive Officer
Paul Zarefsky, Deputy City Attorney

Action: Direct staff to write a letter to the San Francisco Unified School District requesting SFUSD to identify civil service issues they would like to discuss and develop a working group addressing those issues. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 11)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

4:27 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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4
1/18/09

DONALD A. CASPER
PRESIDENT

[ORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
May 18, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

05-13-09A11:04 RCVD

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 18, 2009
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 4, 2009

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0175-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1016-08/09	Health Service System	$110,000	Will provide cafeteria plan administration services including enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/10
1017-08/09	Health Service System	$156,000	Will provide flexible spending account administration services, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Annual	06/30/10
1018-08/09	Health Service System	$107,735	Will administer COBRA benefits for eligible resigned, laid-off and separated members for the Health Service System.	Annual	06/30/10
4141-08/09	Board of Supervisors	$8,000,000	Will provide budget & legislative analyst services, including evaluating and reporting on fiscal and policy matters, the Mayor's Annual Budget, and conducting independent management, performance and fiscal audits of City departments and programs.	Regular	12/31/14
4142-08/09	Juvenile Probation	$405,000	Will provide electronic monitoring services for eligible JPD youth.	Regular	06/30/12
4143-08/09	Environment	$300,000	Will provide professional technical assistance and expertise for the Green Business Program, including development of environmental best management practices and technical green business specifications.	Regular	12/31/14
4144-08/09	Airport Commission	$75,000	Will provide the SFPD-Airport Bureau with on-site installation services for a software upgrade on up to five (5) client workstations with the latest versions of the Intergraph products including a server, RMS client, and CAD link.	Regular	05/31/10
4145-08/09	Department of Emergency Management	$3,500,000	Will assist the Bay Area Urban Areas Security Initiative (UAS), and Bay Area counties and cities, with developing and implementing technical specifications for a design/build contract for a Bay Area Regional Interoperable communication system.	Regular	06/30/12
4146-08/09	Department of Health, Laguna Honda Hospital	$1,500,000	Will provide design review, installation, integration, and testing services for an integrated data and utility network at the new Laguna Honda Hospital buildings.	Regular	06/30/11
4147-08/09	Department of Public Health	$325,400	Will review and further develop protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data collection forms and the Integrated Case and Outbreak Management System (ICOMS).	Regular	08/09/11
4148-08/09	Department of Public Health	$1,500,000	Will evaluate the City and County of SF Healthy SF (HSF) Program. HSF is the City's local effort, begun in 2006 to improve access to health services for uninsured residents.	Regular	06/30/11

4149-08/09	General Services Agency-Fleet	$350,000	Will perform initial installation, configuration and set up of proprietary fleet management software and train staff in implementation, use and administration.	Regular	03/31/10
4150-08/09	Recreation and Park Department	$400,000	Will conduct hazard assessment of City's urban forest, and provide recommendations for reforestation, tree succession and management of park system forest.	Regular	06/30/12
1010-07/08	Health Service System	Increase Amount $420,000 New Amount $1,915,220	Will provide health benefit plan actuarial and consulting service. Services include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; developing an estimated budget for all core benefit services.	Modification	06/30/10
4112-02/03	Controller's Office	Increase Amount $60,000 New Amount $820,000	Will provide on-line and automated phone information systems to enable employees to access payroll statements and payroll information through a website or phone.	Modification	06/30/11
4029-07/08	Planning Department	Increase Amount $0.00 New Amount $650,000	Will provide completion of environmental analysis for the Transit Center District Plan and the Transit Tower in S.F., and provide the EIR to comply with CEQA and all applicable City, State and Federal regulatory requirements.	Modification	12/31/10
4097-03/04	Public Utilities Commission	Increase Amount $3,000,000 New Amount $9,500,000	Will provide environmental analysis services for Calaveras Dam Project, including environmental document scoping; environmental background and field studies; alternative analysis; response to public comments; acquisition of regulatory permits and agency approvals.	Modification	06/30/11
4133-05/06	Public Utilities Commission	Increase Amount $0.00 New Amount $9,800,000	Will perform complete environmental analysis and assessing impacts of various Water System Improvement Program projects, in order to provide regulatory documentation services required by various federal environmental regulations.	Modification	07/31/10
4049-05/06	Department of Technology	Increase Amount $0.00 New Amount $7,150,000	Will provide professional technical services to assist the City to completely reconfigure radio frequencies used by the Emergency Radio System.	Modification	06/30/11

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) The Municipal Transportation Agency's 2008 Equal Employment Opportunity Workforce Utilization Analysis Report. (File No. 0173-09-1) - Action Item

Recommendation: Accept and file the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Vincent Camp regarding his disqualification for the 7355 Truck Driver examination. (File No. 0083-09-4) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Vincent Camp.

(8) Appeal by IFPTE Local 21 of the Request for Approval of Personal Services Contract Number 2012-08/09. (File No. 0139-09-8) – Action Item

April 20, 2009: Continue to the meeting of May 18, 2009 to allow further discussions between the Department of Public Health and IFPTE Local 21.

Recommendation: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(9) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
of
May 18, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:10 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Not Present (Notified absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Debbi Lerman, San Francisco Human Services Network expressed a need for urgency in approving Personal Services Contract #2012-08/09.

APPROVAL OF MINUTES

Regular Meeting of May 4, 2009

Action: Approve. (Vote of 4 to 0)

0175-09-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1016-08/09	Health Service System	$110,000	Will provide cafeteria plan administration services including enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/10
1017-08/09	Health Service System	$156,000	Will provide flexible spending account administration services, including maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.	Annual	06/30/10
1018-08/09	Health Service System	$107,735	Will administer COBRA benefits for eligible resigned, laid-off and separated members for the Health Service System.	Annual	06/30/10
4141-08/09 *Postpone to 6/1/09*	Board of Supervisors	$8,000,000	Will provide budget & legislative analyst services, including evaluating and reporting on fiscal and policy matters, the Mayor's Annual Budget, and conducting independent management, performance and fiscal audits of City departments and programs.	Regular	12/31/14
4142-08/09	Juvenile Probation	$405,000	Will provide electronic monitoring services for eligible JPD youth.	Regular	06/30/12
4143-08/09	Environment	$300,000	Will provide professional technical assistance and expertise for the Green Business Program, including development of environmental best management practices and technical green business specifications.	Regular	12/31/14
4144-08/09	Airport Commission	$75,000	Will provide the SFPD-Airport Bureau with on-site installation services for a software upgrade on up to five (5) client workstations with the latest versions of the Intergraph products including a server, RMS client, and CAD link.	Regular	05/31/10
4145-08/09	Department of Emergency Management	$3,500,000	Will assist the Bay Area Urban Areas Security Initiative (UAS), and Bay Area counties and cities, with developing and implementing technical specifications for a design/build contract for a Bay Area Regional Interoperable communication system.	Regular	06/30/12
4146-08/09	Department of Health, Laguna Honda Hospital	$1,500,000	Will provide design review, installation, integration, and testing services for an integrated data and utility network at the new Laguna Honda Hospital buildings.	Regular	06/30/11
4147-08/09	Department of Public Health	$325,400	Will review and further develop protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data collection forms and the Integrated Case and Outbreak Management System (ICOMS).	Regular	08/09/11
4148-08/09	Department of Public Health	$1,500,000	Will evaluate the City and County of SF Healthy SF (HSF) Program. HSF is the City's local effort, begun in 2006 to improve access to health services for uninsured residents.	Regular	06/30/11
4149-08/09	General Services Agency-Fleet	$350,000	Will perform initial installation, configuration and set up of proprietary fleet management software and train staff in implementation, use and administration.	Regular	03/31/10
4150-08/09	Recreation and Park Department	$400,000	Will conduct hazard assessment of City's urban forest, and provide recommendations for refores-tation, tree succession and management of park system forest.	Regular	06/30/12
1010-07/08	Health Service System	Increase Amount $420,000 New Amount $1,915,220	Will provide health benefit plan actuarial and consulting service. Services include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; developing an estimated budget for all core benefit services.	Modi-fication	06/30/10

4112-02/03	Controller's Office	Increase Amount $60,000 New Amount $820,000	Will provide on-line and automated phone information systems to enable employees to access payroll statements and payroll information through a website or phone.	Modi-fication	06/30/11
4029-07/08	Planning Department	Increase Amount $0.00 New Amount $650,000	Will provide completion of environmental analysis for the Transit Center District Plan and the Transit Tower in S.F., and provide the EIR to comply with CEQA and all applicable City, State and Federal regulatory requirements.	Modi-fication	12/31/10
4097-03/04	Public Utilities Commission	Increase Amount $3,000,000 New Amount $9,500,000	Will provide environmental analysis services for Calaveras Dam Project, including environmental document scoping; environmental background and field studies; alternative analysis; response to public comments; acquisition of regulatory permits and agency approvals.	Modi-fication	06/30/11
4133-05/06	Public Utilities Commission	Increase Amount $0.00 New Amount $9,800,000	Will perform complete environmental analysis and assessing impacts of various Water System Improvement Program projects, in order to provide regulatory documentation services required by various federal environmental regulations.	Modi-fication	07/31/10
4049-05/06	Department of Technology	Increase Amount $0.00 New Amount $7,150,000	Will provide professional technical services to assist the City to completely reconfigure radio frequencies used by the Emergency Radio System.	Modi-fication	06/30/11

Speakers:

Robin Courtney, Health Service System spoke on PSC #1016-08/09 through 1018-08/09.
Sue Wong, Juvenile Probation spoke on PSC #4142-08/09.
Mark Westlund, Department of the Environment and Ging Louie, IFPTE Local 21 spoke on PSC #4143-08/09.
Jacquie Hale and Dr. Susan Fernyak, Department of Public Health spoke on PSC #4147-08/09.
Jacquie Hale and Tangerine Brigham, Department of Public Health spoke on PSC #4148-08/09.
Sean McFadden, Recreation and Parks Department spoke on PSC #4150-08/09.
Elaine Forbes, Planning Department spoke on PSC #4029-07/08.
Pauson Yun and Craig Freeman, Public Utilities Commission spoke on PSC #4097-03/04 and 4133-05/06.

Action:

(1) Postpone PSC #4141-08/09 to the meeting of June 1, 2009 at the request of the Board of Supervisors. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on PSC #4143-08/09 on the condition that the Department of the Environment submit a quarterly report to the Commission concerning the progress of training department staff in the program. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
(3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0173-09-1 The Municipal Transportation Agency's 2008 Equal Employment Opportunity Workforce Utilization Analysis Report. (Item No. 6)

Speakers: Virginia Harmon, Municipal Transportation Agency

Action: Accept and file the report. (Vote of 4 to 0)

0083-09-4 Appeal by Vincent Camp regarding his disqualification for the 7355 Truck Driver examination. (Item No. 7)

Speakers: Stephanie Mayor-Tipton, Department of Human Resources and David Lind, General Services Manager, City of San Bruno

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Vincent Camp. Mr. Camp failed to appear. (Vote of 4 to 0)

0139-09-8 Appeal by IFPTE Local 21 of the Request for Approval of Personal Services Contract Number 2012-08/09. (Item No. 8)

April 20, 2009: Continue to the meeting of May 18, 2009 to allow further discussions between the Department of Public Health and IFPTE Local 21.

Speakers: Alexis Torres, IFPTE Local 21
Michael Brown, Department of Public Health

Action: Adopt the Human Resources Director's report on PSC #2012-08/09 on the condition that the Department of Public Health report back to the Commission at the meeting of July 6, 2009 on the progress of incorporating 2819 Health Educators into the work. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 9)

Ging Louie, IFPTE Local 21 commented on the 7355 Truck Driver's examination appeal (Item #8).

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

President Casper requested the Department of Human Resources provide the dates that appeals/protests, if any, were received from eligibles that were disqualified by reason of background checks from positions in the Sheriff's Department, San Francisco Police Department or the San Francisco Fire Department and the resolution of such appeals/protests.

ADJOURNMENT (Item No. 11)

3:29 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

11/09

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 1, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

05-28-09A11:58 RCVD

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 1, 2009
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Donald A. Casper
Vice President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of May 18, 2009

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) ELECTION OF OFFICERS (File No. 0183-09-1) - Action Item

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0175-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4141-08/09	Board of Supervisors	$8,000,000	Will provide budget & legislative analyst services, including evaluating and reporting on fiscal and policy matters, the Mayor's Annual Budget, and conducting independent management, performance and fiscal audits of City departments and programs.	Regular	12/31/14

May 18, 2009: Postpone to the meeting of June 1, 2009 at the request of the Board of Supervisors.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0184-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2014-08/09	Public Health	$420,000	Will provide 24-hour perinatal, neonatal and pediatric consultation and transport services, consultation services: nursing, social services and respiratory therapy.	Continuing	06/30/14
4151-08/09	Mayor's Office of Housing	$70,000	Will perform environmental review services for the Mayor's Office of Housing (MOH) and Mayor's Office of Community Investment (MOCI) project undertakings in accordance with the National Environmental Policy Act (NEPA).	Regular	06/30/10
4152-08/09	Airport Commission	$3,750,000	Will provide complex environmental analyses, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise and familiarity of federal, state, and local environmental regulations.	Regular	06/30/14
4153-08/09	Airport Commission	$150,000	Will establish a secure, separate, private access Wi-Fi network within and around Terminal 1, ground level Boarding Area C baggage handling and planeside. The Wi-Fi network will extend current SFO wireless baggage network and compatible with existing Wi-Fi network.	Regular	02/28/10
4154-08/09	***Public Utilities Commission***	$4,500,000	Will provide design services and technical expertise during construction and rehabilitation of Hetch Hetchy Water and Power (HHWP) hydro-generation and power facilities.	Regular	09/15/12

4155-08/09	Public Utilities Commission	$200,000	Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall.	Regular.	06/30/10
4156-08/09	Public Utilities Commission	$22,000,000	Will provide professional construction management services to oversee Peninsula Regional Water System Improvement Program construction projects (8).	Regular	03/31/14
4157-08/09	Public Health	$3,024,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults, as well as clients under the San Francisco County Medical Assistance Program, the SF County Jail, and the In-Home Support Service Plan.	Regular	12/31/10
4087-04/05	Public Health	Increase Amount $4,050,000 New Amount $14,850,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Modi-fication	12/31/10
4060-03/04	Public Health	Increase Amount $2,250,000 New Amount $8,250,000	Will provide intermittent, as-needed, on-call professional pharmacists and pharmacy technicians for use during unusually high patient activity or low staffing of civil service employees due to scheduled and unscheduled staff absences and unfilled vacancies.	Modi-fication	12/31/10
4105-04/05	Public Health	Increase Amount $1,875,000 New Amount $6,875,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Modi-fication	12/31/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Proposed Amendment for Civil Service Commission Rule Series 003 – Equal Employment Opportunity to authorize the Civil Service Commission to override Civil Service Rules to effectuate a Discrimination Remedy (File No. 0159-09-5) – Action Item

May 4, 2009: Post for meet and confer.

Recommendation: Adopt as posted.

(9) Update from the Department of Technology regarding the concerns expressed by IFPTE Local 21 on PSC #4108-07/08 at the meeting of November 17, 2008. (File No. 0185-09-8) - Action Item

November 17, 2008: Adopt the Human Resources Director's report on PSC #4108-07/08 on the condition that the Department of Technology report to the Commission in June 2009, with an update of the concerns expressed by IFPTE Local 21. Notify the offices of the Controller and the Purchaser.

Recommendation: Accept and file the report.

(10) Report from the Special Monitor assigned by the Human Resources Director to review the merit system activities in the Office of the Assessor-Recorder; and specifically, the Classification Study. (File No. 0076-09-1) - Action Item

May 16, 2005:

(1) Adopt the Amended Draft Final Finding of Fact Report as amended to include the sworn testimony summary and official transcripts of the hearing held by the Civil Service Commission on April 18, 2005 and corrected data presented at the Special Meeting on April 18, 2005.

(2) Direct that the Human Resources Director assign a Special Monitor to review the merit system activities in the Office of the Assessor-Recorder and to regularly report to the Civil Service Commission on the appointment, separation, classification and related merit system activities.

(3) Direct the Special Monitor to coordinate a classification audit of positions in the Office of the Assessor-Recorder, *specifically positions created and deleted since January 8, 2003* with particular attention to the consistency of duties to the work normally associated with the classification and particular emphasis on all positions in the following classes: 8108 Senior Legal Process Clerk, 4202 Assessment Clerk and 4203 Senior Assessment Clerk and IT classes. Recommend that the Office of the Assessor-Recorder fund a time-limited project-based position in addition to the position being funded at the Department of Human Resources to perform the operational human resource activities and other duties as assigned.

(4) Adopt a schedule of Reports to the Civil Service Commission to be placed on the agenda for Civil Service Commission review and possible action. The Special Monitor shall provide to the Civil Service Commission regular reports on the appointment, separation, classification, and related merit system activities on a semi-annual basis for two fiscal years effective July 1, 2005 through June 30, 2007. Thereafter, the Civil Service Commission may direct additional reports as needed.

(5) Direct the Special Monitor to set up the mechanism to allow the return of interested and available laid off employees currently employed by the City to vacant approved requisitions in the applicable class as they become available.
(6) Forward to the Office of the City Attorney to provide guidance to the Civil Service Commission, the Department of Human Resources and all City departments on the application of San Francisco Campaign & Governmental Conduct Code Section 3.212 Decision Involving Family Members.
(7) Direct the Human Resources Director to further clarify the procedures on Oral Authorizations, start work dates and appointment dates.
(8) Forward to the Office of the Controller and Department of Human Resources a request for review of procedures utilized to coordinate Oral Authorization, start work dates, appointment dates, and payroll.
(9) Direct the Human Resources Director to further clarify and remind all departments of the requirements to complete Notices of Probationary Period Status, Notice to Provisional Appointee, Notice of Exempt Appointment, and, Leave of Absence forms to accept another position in the City service.
(10) Direct the Human Resources Director and Executive Officer to review 1996 guidelines on exempt appointments and make recommendations to the Civil Service Commission.
(11) Direct the Human Resources Director to issue a reminder to all departments of the ability of the department head to make assignments balanced by the right of employees to perform certain duties in a specific class.
(12) Encourage the Human Resources Director to utilize available resources, i.e. orientation, "Guidebook to New Department Heads," etc. to inform department heads and managers of the City's employment system.

March 6, 2006: Adopt the Special Monitor Report.

March 2, 2009:

1) The Commission requested a report from the Special Monitor assigned by the Human Resources Director to review the merit system activities in the Office of the Assessor-Recorder; and specifically, the Classification Study.
2) The Commission also requested staff to conduct an inspection service of the review of qualifications for Class 4265 examinations.

Recommendation: Adopt the Special Monitor Report.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(13) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/09

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 1, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrono	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of May 18, 2009

Action: Approve. (Vote of 5 to 0)

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ELECTION OF OFFICERS (Item No. 5)

0183-09-1 Commissioner Morgan R. Gorrono was elected President for the term of office ending May 31, 2010. (Vote of 5 to 0)
Commissioner E. Dennis Normandy was elected Vice President for the term of office ending May 31, 2010. (Vote of 5 to 0)

0175-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4141-08/09	Board of Supervisors	$8,000,000	Will provide budget & legislative analyst services, including evaluating and reporting on fiscal and policy matters, the Mayor's Annual Budget, and conducting independent management, performance and fiscal audits of City departments and programs.	Regular	12/31/14

May 18, 2009: Postpone to the meeting of June 1, 2009 at the request of the Board of Supervisors.

Speakers: Joe Brenner and Alexis Torres, IFPTE Local 21 and Nilka Julio, Board of Supervisors spoke on PSC #4141-08/09.

Action: Adopt the Human Resources Director's report on the condition that the Board of Supervisors immediately notify the IFPTE Local 21 of any change in the positions now occupied in the Office of Legislative Analyst by permanent exempt Special Assistants. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0184-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2014-08/09	Public Health	$420,000	Will provide 24-hour perinatal, neonatal and pediatric consultation and transport services, consultation services: nursing, social services and respiratory therapy.	Continuing	06/30/14
4151-08/09	Mayor's Office of Housing	$70,000	Will perform environmental review services for the Mayor's Office of Housing (MOH) and Mayor's Office of Community Investment (MOCI) project undertakings in accordance with the National Environmental Policy Act (NEPA).	Regular	06/30/10
4152-08/09	Airport Commission	$3,750,000	Will provide complex environmental analyses, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise and familiarity of federal, state, and local environmental regulations.	Regular	06/30/14
4153-08/09	Airport Commission	$150,000	Will establish a secure, separate, private access Wi-Fi network within and around Terminal 1, ground level Boarding Area C baggage handling and planeside. The Wi-Fi network will extend current SFO wireless baggage network and compatible with existing Wi-Fi network.	Regular	02/28/10

4154-08/09	Public Utilities Commission	$4,500,000	Will provide design services and technical expertise during construction and rehabilitation of Hetch Hetchy Water and Power (HHWP) hydro-generation and power facilities.	Regular	09/15/12
4155-08/09	Public Utilities Commission	$200,000	Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall.	Regular	06/30/10
4156-08/09	Public Utilities Commission	$22,000,000	Will provide professional construction management services to oversee Peninsula Regional Water System Improvement Program construction projects (8).	Regular	03/31/14
4157-08/09	Public Health	$3,024,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults, as well as clients under the San Francisco County Medical Assistance Program, the SF County Jail, and the In-Home Support Service Plan.	Regular	12/31/10
4087-04/05	Public Health	Increase Amount $4,050,000 New Amount $14,850,000	Will provide SFGH, LHH, the primary care clinics and the Health At Home Agency a continuous, reliable source of intermittent, supplemental, on-call nursing personnel during high census, high acuity, unexpected staff illnesses, and/or vacations.	Modi-fication	12/31/10
4060-03/04	Public Health	Increase Amount $2,250,000 New Amount $8,250,000	Will provide intermittent, as-needed, on-call professional pharmacists and pharmacy technicians for use during unusually high patient activity or low staffing of civil service employees due to scheduled and unscheduled staff absences and unfilled vacancies.	Modi-fication	12/31/10
4105-04/05	Public Health	Increase Amount $1,875,000 New Amount $6,875,000	Will provide as-needed, on-call professional radiology technologists with on-call availability, 7 days a week.	Modi-fication	12/31/10

Speakers:

Jacquie Hale, Department of Public Health spoke on PSC #2014-08/09.
Eugene Flannery, Mayor's Office of Housing spoke on PSC #4151-08/09.
Cynthia Avakian and Nixon Lam, Airport Commission and Joe Brenner, IFPTE Local 21 spoke on PSC #4152-08/09.
Cynthia Avakian, John Payne and Dee Quesada, Airport Commission and Criss Romero and Richard Isen, IFPTE Local 21 spoke on PSC #4153-08/09.
Kofo Domingo and Margaret Hannaford, Public Utilities Commission and Joe Brenner, IFPTE Local 21 spoke on PSC #4154-08/09.
Kofo Domingo, Public Utilities Commission spoke on PSC #4155-08/09.
Kofo Domingo and Carol Isen, Public Utilities Commission spoke on PSC #4156-08/09.
Jacquie Hale, Department of Public Health and Margot Reed, SEIU Local 1021 spoke on PSC #4157-08/09.
Jacquie Hale, Department of Public Health spoke on PSC #4087-04/05; 4060-03/04 and 4105-04/05.

0184-09-8 (continued)

Action:

(1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances. (Vote of 5 to 0)
(2) Postpone PSC #4155-08/09 at the request of the Public Utilities Commission. (Vote of 5 to 0)
(3) Adopt the Human Resources Director's report on PSC #4151-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Jung missed vote)
(4) Adopt the Human Resources Director's report on PSC #4152-08/09 on the condition that existing Class 5298 Planner III Environmental Review, Class 5299 Planner IV Environmental Review and any other permanent civil service Planners involved oversee the environmental review work to be performed pursuant to the proposed contracts and coordinate with all interested agencies; The Airport Commission will report back to the Commission within four (4) months regarding the use of such classifications. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
(5) Adopt the Human Resources Director's report on PSC #4154-08/09 on the conditions that: 1) the Hetch Hetchy management and the Public Utilities Commission meet with IFPTE Local 21 in good faith regarding the training of existing personnel in the work proposed to be contracted out; 2) apprise Local 21 to what extent the contractor will manage City employees; and 3) using existing permanent civil service employees to perform the work to the maximum extent as possible. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
(6) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0159-09-5 **Proposed Amendment for Civil Service Commission Rule Series 003 – Equal Employment Opportunity to authorize the Civil Service Commission to override Civil Service Rules to effectuate a Discrimination Remedy. (Item No. 8)**

May 4, 2009: Post for meet and confer.

Speakers: None.

Action: Adopt as posted. (Vote of 5 to 0)

0185-09-8 **Update from the Department of Technology regarding the concerns expressed by IFPTE Local 21 on PSC #4108-07/08 at the meeting of November 17, 2008. (Item No. 9)**

November 17, 2008: Adopt the Human Resources Director's report on PSC #4108-07/08 on the condition that the Department of Technology report to the Commission in June 2009, with an update of the concerns expressed by IFPTE Local 21. Notify the offices of the Controller and the Purchaser.

Speakers: Vitus Leung, General Services Agency
Alissa Black, Department of Technology
Richard Isen, IFPTE Local 21

Action: Accept and file the report. (Vote of 5 to 0)

0076-09-1 **Report from the Special Monitor assigned by the Human Resources Director to review the merit system activities in the Office of the Assessor-Recorder; and specifically, the Classification Study. (Item No. 10)**

May 16, 2005:

(1) Adopt the Amended Draft Final Finding of Fact Report as amended to include the sworn testimony summary and official transcripts of the hearing held by the Civil Service Commission on April 18, 2005 and corrected data presented at the Special Meeting on April 18, 2005.

(2) Direct that the Human Resources Director assign a Special Monitor to review the merit system activities in the Office of the Assessor-Recorder and to regularly report to the Civil Service Commission on the appointment, separation, classification and related merit system activities.

(3) Direct the Special Monitor to coordinate a classification audit of positions in the Office of the Assessor-Recorder, *specifically positions created and deleted since January 8, 2003* with particular attention to the consistency of duties to the work normally associated with the classification and particular emphasis on all positions in the following classes: 8108 Senior Legal Process Clerk, 4202 Assessment Clerk and 4203 Senior Assessment Clerk and IT classes. Recommend that the Office of the Assessor-Recorder fund a time-limited project-based position in addition to the position being funded at the Department of Human Resources to perform the operational human resource activities and other duties as assigned.

0076-09-1 (continued)

(4) Adopt a schedule of Reports to the Civil Service Commission to be placed on the agenda for Civil Service Commission review and possible action. The Special Monitor shall provide to the Civil Service Commission regular reports on the appointment, separation, classification, and related merit system activities on a semi-annual basis for two fiscal years effective July 1, 2005 through June 30, 2007. Thereafter, the Civil Service Commission may direct additional reports as needed.

(5) Direct the Special Monitor to set up the mechanism to allow the return of interested and available laid off employees currently employed by the City to vacant approved requisitions in the applicable class as they become available.

(6) Forward to the Office of the City Attorney to provide guidance to the Civil Service Commission, the Department of Human Resources and all City departments on the application of San Francisco Campaign & Governmental Conduct Code Section 3.212 Decision Involving Family Members.

(7) Direct the Human Resources Director to further clarify the procedures on Oral Authorizations, start work dates and appointment dates.

(8) Forward to the Office of the Controller and Department of Human Resources a request for review of procedures utilized to coordinate Oral Authorization, start work dates, appointment dates, and payroll.

(9) Direct the Human Resources Director to further clarify and remind all departments of the requirements to complete Notices of Probationary Period Status, Notice to Provisional Appointee, Notice of Exempt Appointment, and, Leave of Absence forms to accept another position in the City service.

(10) Direct the Human Resources Director and Executive Officer to review 1996 guidelines on exempt appointments and make recommendations to the Civil Service Commission.

(11) Direct the Human Resources Director to issue a reminder to all departments of the ability of the department head to make assignments balanced by the right of employees to perform certain duties in a specific class.

(12) Encourage the Human Resources Director to utilize available resources, i.e. orientation, "Guidebook to New Department Heads," etc. to inform department heads and managers of the City's employment system.

0076-09-1 (continued)

March 6, 2006:	Adopt the Special Monitor Report.
March 2, 2009:	1) The Commission requested a report from the Special Monitor assigned by the Human Resources Director to review the merit system activities in the Office of the Assessor-Recorder; and specifically, the Classification Study. 2) The Commission also requested staff to conduct an inspection service of the review of qualifications for Class 4265 examinations.
Speakers:	Ted Yamasaki, Department of Human Resources Debbie Baker, Department of Human Resources Margot Reed, SEIU Local 1021 Diane Cirrinceonne, Employee of the Assessor/Recorder's Office Vincent Williams, Employee of the Assessor/Recorder's Office
Action:	Adopt the Special Monitor Report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 11)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

4:42 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5

15/09

IORGAN R. GORRONO
PRESIDENT

. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 15, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

06-11-09P12:14 RCVD

ANNOUNCEMENTS

COMMENDATION AGENDA

GOVERNMENT
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RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 15, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of June 1, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATION AGENDA

(5) Commendation for Janet G. Bias, Senior Personnel Analyst, upon her retirement after more than twenty-eight years of service to the City & County of San Francisco. (File No. 0191-09-1) – Action Item

Recommendation: Adopt.

(6) Commendation for Osserman B. Caceres, Social Worker Supervisor, Department of Aging and Adult Services upon his retirement after more than twenty-three years of service to the City & County of San Francisco. (File No. 0192-09-1) – Action Item

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0175-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4153-08/09	Airport Commission	$150,000	Will establish a secure, separate, private access Wi-Fi network within and around Terminal 1, ground level Boarding Area C baggage handling and planeside. The Wi-Fi network will extend current SFO wireless baggage network and compatible with existing Wi-Fi network.	Regular	02/28/10
4155-08/09	Public Utilities Commission	$200,000	Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall.	Regular	06/30/10

June 1, 2009:

(1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances.

(2) Postpone PSC #4155-08/09 to the meeting of June 15, 2009 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Review of request for approval of proposed personal services contracts. (File No. 0193-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1019-08/09	Sheriff	$200,000	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	Annual	06/30/10
1020-08/09	Sheriff	$800,000	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative jail incarceration.	Annual	06/30/10
4158-08/09	Airport Commission	$375,000	Will provide ongoing representation of the Airport before the California State Legislature and Executive Administration to identify and advocate for or against legislation and regulatory matters that impact the Airport.	Regular	06/30/14
4159-08/09	Arts Commission	$100,000	Will provide four to five professional artists or artist teams to create a temporary public art project that includes a rotating poster series with auxiliary public programming for the Arts Commission's Art on Market Street Program.	Regular	12/20/10
4160-08/09	Fire Department	$223,491	Will provide proprietary preventive and corrective maintenance and repair services for the Fire Trainer T-1000 Fire Simulator.	Regular	06/30/12
4161-08/09	Public Utilities Commission	$3,000,000	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable.	Regular	07/15/12
4162-08/09	Public Utilities Commission	$9,000,000	Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. Services.	Regular	09/01/14
4163-08/09	Emergency Management	$250,000	Will provide services, including project management and installation services for the procurement and installation of microwave communications equipment to finish the partially constructed system for the Bay Area Regional Interoperable Communication System.	Regular	06/30/12
4164-08/09	Public Health	$4,500,000	Will provide custom fitting, modifications, and custom manufacturing of orthotics and prosthetics for patients of San Francisco General Hospital, Laguna Honda Hospital, Jail Health Services, and other clients of the Community Health network.	Regular	06/30/18
4165-08/09	Public Works	$1,000,000	Will provide services necessary to provide a turnkey solution for the receipt, warehousing, delivery, placement and installation of Furniture, Fixtures and Equipment (FF&E) in the newly constructed Laguna Honda Hospital buildings.	Regular	01/01/11
4073-05/06	Controller	Increase Amount $3,000,000 New Amount $7,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Modi-fication	06/30/13
4123-05/06	Human Resources	Increase Amount $133,000 New Amount $383,000	Will provide comprehensive unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at Unemployment Insurance Appeals Hearings, audits of billing statements, and records maintenance.	Modi-fication	06/30/11

4098-02/03	Public Utilities Commission	Increase Amount $10,100,000 New Amount $24,000,000	Will provide alternatives to repair the existing Calaveras Dam, or replace the dam with a dam of equal or enlarged storage capacity. Provide additional design, environmental and permitting services.	Modi-fication	09/11/16
4113-08/09	Public Health	Increase Amount $0 New Amount $22,000,000	Will provide health, dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco. Modification to correct PSC duration.	Modi-fication	06/30/12

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by Chris Matal Sol of the Human Resources Director's determination of insufficient evidence to support his claim of denial of reasonable accommodation and retaliation. (File No. 0381-07-6) – Action Item

September 17, 2007: Postpone to a meeting when the department notifies the Executive Officer that all parties are available and when calendared, will be the first item on the Regular calendar.

Recommendation of the Human Resources Director: Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Chris Matal Sol.

(10) Appeal by Diane Cirrincione of the Human Resources Director's determination of insufficient evidence to sustain a complaint of discrimination and related issues. (File No. 0472-05-6) - Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Diane Cirrincione.

(11) Appeal by Zainabu Anderson of the Human Resources Director's decision to administratively close her complaint of discrimination. (File No. 0488-07-6) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Zainabu Anderson.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Request for hearing by Antoine Oliver on his future employment restrictions as a permanent civil service Library Page (Job Code 3602) with the San Francisco Public Library. (File No. 0065-09-7) – Action Item**

Recommendation of the Human Resources Director:	No future employment with the San Francisco Public Library.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(15) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

15/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 15, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present (Left at 5:15 p.m. Missed Items 12-15)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 1, 2009

Action: Approve. (Vote of 4 to 0)

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0191-09-1 **Commendation for Janet G. Bias, Senior Personnel Analyst, upon her retirement after more than twenty-eight years of service to the City & County of San Francisco. (Item No. 5)**

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0192-09-1 **Commendation for Osserman B. Caceres, Social Work Supervisor, Department of Aging and Adult Services upon his retirement after more than twenty-three years of service to the City & County of San Francisco. (Item No. 6)**

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0175-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4153-08/09	Airport Commission	$150,000	Will establish a secure, separate, private access Wi-Fi network within and around Terminal 1, ground level Boarding Area C baggage handling and planeside. The Wi-Fi network will extend current SFO wireless baggage network and compatible with existing Wi-Fi network.	Regular	02/28/10
4155-08/09 *Postpone to 7/6/09*	Public Utilities Commission	$200,000	Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall.	Regular	06/30/10

June 1, 2009:
(1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances.
(2) Postpone PSC #4155-08/09 to the meeting of June 15, 2009 at the request of the Public Utilities Commission.

Speakers: David Scott and Randall Smith, Public Utilities Commission spoke on PSC #4155-08/09.

Action:
(1) Postpone PSC #4155-08/09 to the meeting of July 6, 2009. Public Utilities Commission to provide correct classes in 3B to the Commission. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on PSC #4153-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0193-09-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1019-08/09	Sheriff	$200,000	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	Annual	06/30/10
1020-08/09	Sheriff	$800,000	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative jail incarceration.	Annual	06/30/10
4158-08/09	Airport Commission	$375,000	Will provide ongoing representation of the Airport before the California State Legislature and Executive Administration to identify and advocate for or against legislation and regulatory matters that impact the Airport.	Regular	06/30/14
4159-08/09	Arts Commission	$100,000	Will provide four to five professional artists or artist teams to create a temporary public art project that includes a rotating poster series with auxiliary public programming for the Arts Commission's Art on Market Street Program.	Regular	12/20/10
4160-08/09	Fire Department	$223,491	Will provide proprietary preventive and corrective maintenance and repair services for the Fire Trainer T-1000 Fire Simulator.	Regular	06/30/12
4161-08/09	Public Utilities Commission	$3,000,000	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable.	Regular	07/15/12
4162-08/09 *Postpone to 7/6/09*	Public Utilities Commission	$9,000,000	Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. Services.	Regular	09/01/14
4163-08/09	Emergency Management	$250,000	Will provide services, including project management and installation services for the procurement and installation of microwave communications equipment to finish the partially constructed system for the Bay Area Regional Interoperable Communication System.	Regular	06/30/12
4164-08/09	Public Health	$4,500,000	Will provide custom fitting, modifications, and custom manufacturing of orthotics and prosthetics for patients of San Francisco General Hospital, Laguna Honda Hospital, Jail Health Services, and other clients of the Community Health network.	Regular	06/30/18
4165-08/09	Public Works	$1,000,000	Will provide services necessary to provide a turnkey solution for the receipt, warehousing, delivery, placement and installation of Furniture, Fixtures and Equipment (FF&E) in the newly constructed Laguna Honda Hospital buildings.	Regular	01/01/11
4073-05/06 *Postpone to 7/6/09*	Controller	Increase Amount $3,000,000 New Amount $7,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Modi-fication	06/30/13
4123-05/06	Human Resources	Increase Amount $133,000 New Amount $383,000	Will provide comprehensive unemployment insurance claims administration services, including unemployment claims processing, claims appeals, representation at Unemployment Insurance Appeals Hearings, audits of billing statements, and records maintenance.	Modi-fication	06/30/11

4098-02/03	Public Utilities Commission	Increase Amount $10,100,000 New Amount $24,000,000	Will provide alternatives to repair the existing Calaveras Dam, or replace the dam with a dam of equal or enlarged storage capacity. Provide additional design, environmental and permitting services.	Modi-fication	09/11/16
4113-08/09	Public Health	Increase Amount $0 New Amount $22,000,000	Will provide health, dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco. Modification to correct PSC duration.	Modi-fication	06/30/12

Speakers: Maureen Gannon and Chief Deputy Al Waters, Sheriff's Department spoke on PSC #1020-08/09.
David Scott and James Hendry, Public Utilities Commission spoke on PSC #4161-08/09.
Neal Taniguchi, Department of Emergency Management spoke on PSC #4163-08/09.
Esther Reyes and Peg Stevenson, Office of the Controller spoke on PSC #4073-05/06.
Marie de Vera, Department of Human Resources spoke on PSC #4123-05/06.
Pauson Yun and Daniel Wade, Public Utilities Commission spoke on PSC #4098-02/03.

Action:

(1) Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
(2) Postpone PSC #4073-05/06 to the meeting of July 6, 2009. The Office of the Controller to provide correct classes that normally perform the work (3B). (Vote of 4 to 0)
(3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0381-07-6 **Appeal by Chris Matal Sol of the Human Resources Director's determination of insufficient evidence to support his claim of denial of reasonable accommodation and retaliation. (Item No. 9)**

September 17, 2007: Postpone to a meeting when the department notifies the Executive Officer that all parties are available and when calendared, will be the first item on the Regular calendar.

Speakers: None.

Action: Appeal withdrawn by Douglas Prutton, Attorney on behalf of Chris Matal Sol. (Vote of 4 to 0)

0472-05-6 **Appeal by Diane Cirrincione of the Human Resources Director's determination of insufficient evidence to sustain a complaint of discrimination and related issues. (Item No. 10)**

Speakers: Samuel Schindler, Department of Human Resources
Diane Cirrincione, Appellant

Action: Ms. Diane Cirrincione's appeal is denied as moot due to her requested relief having been obtained. (Vote of 4 to 0)

Note: Commissioner Casper stated the reason for his vote is, in his view, the evidence presented by Ms. Cirrincione has raised an inference of hiring and promotion in the Office of the Assessor/Recorder during the relevant time period on the basis of political affiliation, which practice is prohibited. He agrees with his colleagues that the matter should be dismissed as moot since all requested relief has been obtained.

0488-07-6 **Appeal by Zainabu Anderson of the Human Resources Director's decision to administratively close her complaint of discrimination. (Item No. 11)**

Speakers: Samuel Schindler, Department of Human Resources
Zainabu Anderson, Appellant
Jan Dempsey, Undersheriff

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal of allegation #1 as Ms. Anderson did not file an appeal of the closure of EEO File #1268 and of allegations #s 2 and 3 for lack of sufficient evidence. (Vote of 4 to 0)

Note: The Commission suggested that the Sheriff's Department give a reasonable explanation to the appellant as to why her request for transfer continues to be denied.

0065-09-7 **Request for hearing by Antoine Oliver on his future employment restrictions as a permanent civil service Library Page (Job Code 3602) with the San Francisco Public Library. (Item No. 12)**

Speakers: Mark Vandiver, San Francisco Public Library
Antoine Oliver, Appellant

Action: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

Commissioner Casper requested that the Commission examine two subsets of provisional appointments. One being limited tenure appointments and the other non-civil service appointments. The definitions of these types of provisional appointments are found in Section 102.1.5 of Civil Service Commission Rules. These appointment types are further explained in Sections 114.6 with respect to non-civil service and 114.7 with respect to limited tenure appointments. There is further allusion given these appointment types in Article II of Rule 114 with respect to limited tenure appointments and Article III of 114 with respect to non-civil service appointments.

From the recent Workforce Utilization Reports presented by the Department of Human Resources and the Municipal Transportation Agency (MTA), there appears to be less than a dozen employees citywide, including the MTA which have these types of appointments.

Furthermore, there is an apparent conflict within Civil Service Rules between Sections 114.6 and 114.7 on the one hand, and Article II of Rule 114 and Article III of Rule 114. For example, Article II of Section 114 describes limited tenure appointments as being authorized only in time of war or national emergency. That limitation does not exist in Section 114.7 or in the definition contained in Section 102.1.5.

Also, reference is made to a letter of agreement and compliance agreement entered into by the City and the State Personnel Board and several employee unions in April 1983. These appointments may exist perhaps only in the context of that Letter of Agreement between the City and unions and the Compliance Agreement between the City and State Personnel Board.

There being less than a dozen employees with these appointments, perhaps we should consider sunsetting these appointment types because they are subsets of provisional appointments. We should investigate why they exist, who specifically has the appointments and why they have such appointments.

ADJOURNMENT (Item No. 15)

5:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

1/09

MORGAN R. GORRONO
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 6, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

07-03-09P03:01 RCVD

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 6, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of June 15, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATIONS AGENDA

(5) **Presentation of Appreciation to Commissioner Donald A. Casper for his service as President of the Civil Service Commission from June 3, 2008 to June 1, 2009. (File No. 0211-09-1) – Action Item**

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0175-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4155-08/09	Public Utilities Commission	$200,000	Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall.	Regular	06/30/10

June 1, 2009:

(1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances.

(2) Postpone PSC #4155-08/09 to the meeting of June 15, 2009 at the request of the Public Utilities Commission.

June 15, 2009: Postpone PSC #4155-08/09 to the meeting of July 6, 2009. Public Utilities Commission to provide correct classes in 3B to the Commission.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0193-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4162-08/09	Public Utilities Commission	$9,000,000	Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. Services.	Regular	09/01/14
4073-05/06	Controller	Increase Amount $3,000,000 New Amount $7,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Modi-fication	06/30/13

File No. 0193-09-8 (continued)

June 15, 2009:

(1) Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission.
(2) Postpone PSC #4073-05/06 to the meeting of July 6, 2009. The Office of the Controller to provide correct classes that normally perform the work (3B).

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Review of request for approval of proposed personal services contracts. (File No. 0212-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-09/10	Mayor's Office of Housing	$180,000	Will provide processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco.	Regular	06/30/11
4001-09/10	Municipal Transportation Agency	$350,000	Will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees.	Regular	06/30/12
4002-09/10	Juvenile Probation	$320,000	Will provide intensive training and coaching for Log Cabin Ranch and other JPD staff using the Missouri Model which was developed by the Contractor. The Missouri Model is the nationally recognized best practice in programming and operations.	Regular	06/30/12
4003-09/10	Port	$600,000	Will provide final engineering design and construction observation for proposed 25-foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.	Regular	09/30/12
4004-09/10	Port	$3,000,000	Will issue a RFQ to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development.	Regular	10/01/14
4005-09/10	Department of Public Works	$90,000	Provide independent structural design peer review services for the SFPUC new administration building, which has a unique and unconventional structural system solution.	Regular	06/15/10
4006-09/10	Department of Public Works	$7,000,000	Will provide monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the SF General Hospital (SFGH) Rebuild Project (SFGHRP).	Regular	12/31/16
4007-09/10	Department of Public Works	$300,000	Will award one contract for a three year period, up to $100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.	Regular	06/30/12
4008-09/10 ***Postpone to 7/20/09***	Public Utilities Commission	$300,000	Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasecycle, research legal and regulatory compliance issues relating to biodiesel use and use of "tolling agreements".	Regular	12/31/12

4009-09/10	Recreation and Parks	$80,000	Will provide full design services for skate elements of the Waller Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.	Regular	08/01/11
4010-09/10	Recreation and Parks	$400,000	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design a comprehensive community outreach program for selected projects.	Regular	06/30/14
4011-09/10	District Attorney	$90,000	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordination monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.	Regular	06/30/10
4185-06/07	Human Resources	Increase Amount $0.00 New Amount $4,500,000	Will administer health plan membership and health care for eligible SEIU temporary exempt "as-needed" employees.	Modi-fication	06/30/11
4089-06/07	Public Utilities Commission	Increase Amount $1,000,000 New Amount $3,000,000	Will provide Right of Way (ROW) Acquisition services which include easements, permits and other title material; obtaining permits to enter, ROW clearance, appraisal services; and negotiation and acquisition services.	Modi-fication	06/30/12
4196-06/07	Department of Technology	Increase Amount $1,000,000 New Amount $2,000,000	Will assist DTIS cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunication cabling work for different installation types. Work requires pulling cable, termination, labeling, testing and necessary prep.	Modi-fication	08/31/10
4076-07/08	Children and Families Commission	Increase Amount $300,000 New Amount $475,000	Will provide online data system development and implementation to enable routine updates and create multiple reports.	Modi-fication	07/01/11

Recommendation of the Human Resources Director:

(1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission.

(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by Mark Sangervasi of the Human Resources Director's finding of insufficient evidence to sustain his charge of discrimination. (File No. 0350-06-6) - Action Item

Recommendation: Postpone to the meeting of August 3, 2009 at the request of Mark Sangervasi.

(10) Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of disparate treatment discrimination and retaliation. (File No. 0594-06-6) - Action Item

Recommendation: Postpone to the meeting of August 17, 2009 at the request of Douglas Yep.

(11) Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of retaliation and harassment. (File No. 0037-07-6) - Action Item

Recommendation: Postpone to the meeting of August 17, 2009 at the request of Douglas Yep.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) Follow-Up from the Department of Public Health on Personal Services Contract Number 2012-08/09. (File No. 0139-09-8) – Action Item

April 20, 2009: Continue to the meeting of May 18, 2009 to allow further discussions between the Department of Public Health and IFPTE Local 21.

May 18, 2009: Adopt the Human Resources Director's report on PSC #2012-08/09 on the condition that the Department of Public Health report back to the Commission at the meeting of July 6, 2009 on the progress of incorporating 2819 Health Educators into the work. Notify the offices of the Controller and the Purchaser.

Recommendation: Accept and file the report.

(13) Appeal by Warren Chan of his background rejection for an 8106 Legal Process Clerk position with the San Francisco Police Department. (File No. 0512-07-4) - Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Warren Chan.

(14) Appeal by Claudell Brewster of his automatic resignation as a 7514 Laborer with the Public Utilities Commission. (File No. 0066-09-7) – Action Item

Recommendation of the Public Utilities Commission and Human Resources Director: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Public Utilities Commission.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) Determination of future employability: termination-dismissal of permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (File No. 0065-09-7) – Action Item

June 15, 2009:	No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
Recommendation of the Human Resources Director:	No future employment with the San Francisco Public Library.

(16) Determination of future employability: dismissal of permanent civil service of Keith Bynum, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0187-09-7) – Action Item

Recommendation of the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the San Francisco Municipal Transportation Agency.

(17) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(18) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(19) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/09

ORGAN R. GORRONO
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES
Regular Meeting
July 6, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:16 p.m.

ROLL CALL

President Morgan R. Gorrono	Not Present
Vice President E. Dennis Normandy	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present (Left at 3:57 p.m.; Missed Items 18 & 19)

Vice President E. Dennis Normandy presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 15, 2009

Action: Approve. (Vote of 4 to 0)

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0211-09-1 Presentation of Appreciation to Commissioner Donald A. Casper for his service as President of the Civil Service Commission from June 3, 2008 to June 1, 2009. (Item No. 5)

Speakers: Vice President E. Dennis Normandy.

Action: Adopt. (Vote of 4 to 0)

0175-09-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4155-08/09	Public Utilities Commission	$200,000	Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall.	Regular	06/30/10

June 1, 2009:

(1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances.
(2) Postpone PSC #4155-08/09 to the meeting of June 15, 2009 at the request of the Public Utilities Commission.

June 15, 2009: Postpone PSC #4155-08/09 to the meeting of July 6, 2009. Public Utilities Commission to provide correct classes in 3B to the Commission.

Speakers: David Scott, Public Utilities Commission

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0193-09-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4162-08/09 *Postpone to 7/20/09*	Public Utilities Commission	$9,000,000	Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. Services.	Regular	09/01/14
4073-05/06	Controller	Increase Amount $3,000,000 New Amount $7,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Modi-fication	06/30/13

June 15, 2009:
(1) Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission.
(2) Postpone PSC #4073-05/06 to the meeting of July 6, 2009. The Office of the Controller to provide correct classes that normally perform the work (3B).

Speakers: Esther Reyes, Office of the Controller spoke on PSC #4073-05/06.

Action:
(1) Postpone PSC #4162-08/09 to the meeting of July 20, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on PSC #4073-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0212-09-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-09/10	Mayor's Office of Housing	$180,000	Will provide processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco.	Regular	06/30/11
4001-09/10	Municipal Transportation Agency	$350,000	Will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees.	Regular	06/30/12
4002-09/10	Juvenile Probation	$320,000	Will provide intensive training and coaching for Log Cabin Ranch and other JPD staff using the Missouri Model which was developed by the Contractor. The Missouri Model is the nationally recognized best practice in programming and operations.	Regular	06/30/12
4003-09/10	Port	$600,000	Will provide final engineering design and construction observation for proposed 25-foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.	Regular	09/30/12

4004-09/10	Port	$3,000,000	Will issue a RFQ to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development.	Regular	10/01/14
4005-09/10	Department of Public Works	$90,000	Provide independent structural design peer review services for the SFPUC new administration building, which has a unique and unconventional structural system solution.	Regular	06/15/10
4006-09/10	Department of Public Works	$7,000,000	Will provide monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the SF General Hospital (SFGH) Rebuild Project (SFGHRP).	Regular	12/31/16
4007-09/10	Department of Public Works	$300,000	Will award one contract for a three year period, up to $100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.	Regular	06/30/12
4008-09/10 ***Postpone to 7/20/09***	Public Utilities Commission	$300,000	Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasecycle, research legal and regulatory compliance issues relating to biodiesel use and use of "tolling agreements".	Regular	12/31/12
4009-09/10 ***Postpone to 7/20/09***	Recreation and Parks	$80,000	Will provide full design services for skate elements of the Waller Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.	Regular	08/01/11
4010-09/10 ***Postpone to 7/20/09***	Recreation and Parks	$400,000	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design a comprehensive community outreach program for selected projects.	Regular	06/30/14
4011-09/10	District Attorney	$90,000	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordination monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.	Regular	06/30/10
4185-06/07	Human Resources	Increase Amount $0.00 New Amount $4,500,000	Will administer health plan membership and health care for eligible SEIU temporary exempt "as-needed" employees.	Modi-fication	06/30/11
4089-06/07	Public Utilities Commission	Increase Amount $1,000,000 New Amount $3,000,000	Will provide Right of Way (ROW) Acquisition services which include easements, permits and other title material; obtaining permits to enter, ROW clearance, appraisal services; and negotiation and acquisition services.	Modi-fication	06/30/12
4196-06/07	Department of Technology	Increase Amount $1,000,000 New Amount $2,000,000	Will assist DTIS cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunication cabling work for different installation types. Work requires pulling cable, termination, labeling, testing and necessary prep.	Modi-fication	08/31/10
4076-07/08 ***Postpone to 7/20/09***	Children and Families Commission	Increase Amount $300,000 New Amount $475,000	Will provide online data system development and implementation to enable routine updates and create multiple reports.	Modi-fication	07/01/11

0212-09-8 (continued)

Speakers: Oliver Hack and Astrid Zometa, Mayor's Office of Housing spoke on PSC #4000-09/10.
Martha Johnson, Municipal Transportation Agency spoke on PSC #4001-09/10.
Norma Nelson, Steven Reed and Kim Von Blohn, Port of San Francisco spoke on PSC #4003-09/10.
Norma Nelson and Kim Von Blohn, Port of San Francisco spoke on PSC #4004-09/10.
Brook Mebrahtu, Department of Public Works spoke on PSC #4005-09/10.
Joe Chin, Department of Public Works and Ging Louie, IFPTE Local 21 spoke on PSC #4006-09/10.
Illeana Samanc, Department of Human Resources spoke on PSC #4185-06/07.

Action:

(1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
(2) Postpone PSC #s 4009-09/10 to the meeting of July 20, 2009 to allow a representative from the Recreation and Parks Department to be present. (Vote of 4 to 0)
(3) Postpone PSC #s 4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department. (Vote of 4 to 0)
(4) Adopt the Human Resources Director's report on PSC #4006-09/10 on the condition that the Department of Public Works and the IFPTE Local 21 report in six months on the progress of the project as it pertains to IFPTE Local 21 represented employees. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
(5) Postpone PSC #4076-07/08 to the meeting of July 20, 2009 at the request of Children and Families Commission. (Vote of 4 to 0)
(6) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0350-06-6 **Appeal by Mark Sangervasi of the Human Resources Director's finding of insufficient evidence to sustain his charge of discrimination. (Item No. 9)**

Speakers: None.

Action: Postpone to the meeting of August 3, 2009 at the request of Mark Sangervasi. (Vote of 4 to 0)

0594-06-6 **Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of disparate treatment discrimination and retaliation. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of August 17, 2009 at the request of Douglas Yep. (Vote of 4 to 0)

0037-07-6 **Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of retaliation and harassment. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of August 17, 2009 at the request of Douglas Yep. (Vote of 4 to 0)

0139-09-8 **Follow-Up from the Department of Public Health on Personal Services Contract Number 2012-08/09. (Item No. 12)**

April 20, 2009: Continue to the meeting of May 18, 2009 to allow further discussions between the Department of Public Health and IFPTE Local 21.

May 18, 2009: Adopt the Human Resources Director's report on PSC #2012-08/09 on the condition that the Department of Public Health report back to the Commission at the meeting of July 6, 2009 on the progress of incorporating 2819 Health Educators into the work. Notify the offices of the Controller and the Purchaser.

Speakers: Michael Brown, Department of Public Health
Sai-Ling Chan-Sew, Department of Public Health
Jacquie Hale, Department of Public Health
Joe Brenner, IFPTE Local 21

Action: Accept and file the report. Continue to report back to the Commission in six months. (Vote of 4 to 0)

0512-07-4 **Appeal by Warren Chan of his background rejection for an 8106 Legal Process Clerk position with the San Francisco Police Department. (Item No. 13)**

Speakers: None.

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Warren Chan. (Vote of 4 to 0) Mr. Chan failed to appear.

Note: Commissioner Casper stated that Mr. Chan is currently a 7505 Tax Technician with the State Franchise Tax Board. In that position, Mr. Chan audits tax returns and searches for dishonesty or noncompliance. It is with great gratification for Commissioner Casper to deny the appeal based on the record submitted.

0066-09-7 **Appeal by Claudell Brewster of his automatic resignation as a 7514 Laborer with the Public Utilities Commission. (Item No. 14)**

Speakers: Hope Broadus, Public Utilities Commission

Action: Deny the appeal by Claudell Brewster. Approve the automatic resignation. (Vote of 4 to 0) Mr. Brewster failed to appear.

Note: Mrs. Laura Brewster requested to postpone the hearing on behalf of her husband. The department opposed the postponement and the Commission proceeded with hearing the matter.

0065-09-7 **Determination of future employability: termination-dismissal of permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 15)**

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

Speakers: Mark Vandiver, San Francisco Public Library
Margot Reed, SEIU Local 1021
Donna Marion, San Francisco Public Library

Action: Continue to the meeting of August 17, 2009 pending the resolution of arbitration. (Vote of 4 to 0)

0187-09-7 **Determination of future employability: dismissal of permanent civil service appointment of Keith Bynum, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 16)**

Speakers: Christobal Iborra, Municipal Transportation Agency
Mrs. Sharon Bynum, mother of Appellant

Action: Postpone to the meeting of December 7, 2009 at the request of Mrs. Bynum, mother of Keith Bynum. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 17)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)

Commissioner Casper referred to Section 114.26 of Civil Service Commission Rules regarding a requirement for the Department of Human Resources to hold an examination if there are no eligibles available for a permanent civil service appointment requested by an appointing officer for a specific class. The Rule states that the Mayor shall request and the BOS shall make supplemental appropriation if there are insufficient funds. If Rule Section 114.26 is not enforceable, should this Section be deleted?

Commissioner Casper further stated that in 2005, he brought to the attention of the Department of Human Resources that Civil Service Commission Rules 107, 307 and 407 relating to the Employer-Employee Relations Ordinance were outdated in several respects. He especially pointed out that in 2002, that PERB (Public Employee Relations Board) began to oversee charges of unfair labor practice. Commissioner Casper stated that in Rules Volume II applicable to the Uniformed Ranks of the Police Department, there was nothing with respect to the resolution of unfair labor practices charges. It is now we are aware that PERB does not apply to peace officers, whether uniformed or not. The Rules were also out of date because they relied on and incorporated provisions of the State Administrative Procedure Act which have been repealed and replaced in 1995. He asked that the Department of Human Resources take a look at these issues. Vice President Normandy requested that the Department of Human Resources prepare a written report to be calendared in 60 days.

ADJOURNMENT (Item No. 19)

4:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ORGAN R. GORRONO
PRESIDENT

. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 20, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

07-16-09A11:06 RCVD

GOVERNMENT
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 20, 2009
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of July 6, 2009

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0193-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4162-08/09	Public Utilities Commission	$9,000,000	Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. Services.	Regular	09/01/14

June 15, 2009: Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission.

July 6, 2009: Postpone PSC #4162-08/09 to the meeting of July 20, 2009 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0212-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4008-09/10	Public Utilities Commission	$300,000	Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasecycle, research legal and regulatory compliance issues relating to biodiesel use and use of "tolling agreements".	Regular	12/31/12
4009-09/10	Recreation and Parks	$80,000	Will provide full design services for skate elements of the Waller Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.	Regular	08/01/11
4010-09/10	Recreation and Parks	$400,000	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design a comprehensive community outreach program for selected projects.	Regular	06/30/14
4076-07/08	Children and Families Commission	Increase Amount $300,000 New Amount $475,000	Will provide online data system development and implementation to enable routine updates and create multiple reports.	Modi-fication	07/01/11

0212-09-8 (continued)

July 6, 2009:

(1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission.
(2) Postpone PSC #4009-09/10 to the meeting of July 20, 2009 to allow a representative from the Recreation and Parks Department to be present.
(3) Postpone PSC #4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department.
(4) Postpone PSC #4076-07/08 to the meeting of July 20, 2009 at the request of Children and Families Commission.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) **Review of request for approval of proposed personal services contracts. (File No. 0236-09-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4012-09/10	Environment	$25,000,000	Will provide implementation support for major elements of a three-year energy efficiency partnership program with PG&E and for projects funded through AARA Energy Block Grants (Federal stimulus funds to San Francisco.)	Regular	07/01/14
4013-09/10	Public Health	$200,000	Will provide 15-20 hours of art instruction for a maximum of 100 residents at Laguna Honda Hospital. As part of the Art with Elders program, services also include developing and coordinating art exhibits.	Regular	06/30/14
4014-09/10	Public Health	$80,000	Will provide approximately 80 hours per month of neurology services for residents of Laguna Honda Hospital.	Regular	06/30/10
4015-09/10	Public Health	$80,000	Will provide a medical doctor (MD) with a specialization in the field of radiology for approximately (70) hours per month of professional and clinical radiologist services for LHH.	Regular	06/30/10
4016-09/10	Municipal Transportation Agency	$100,000	Will provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	Regular	10/31/12
4017-09/10	Public Utilities Commission	$9,000,000	Will provide specialized and technical as-needed services in the area of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous material and waste.	Regular	10/31/14
4018-09/10	Public Works	$4,500,000	Will provide highly specialized Architectural and Structural, Mechanical, Electrical and Plumbing Engineering services related to Cruise Terminal design, programming, planning and operations, maritime engineering, and geotechnical engineering.	Regular	03/31/14
4019-09/10	Emergency Management	$145,000	Will develop a list of the Bay Area UASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report.	Regular	06/30/12

4110-06/07	Airport Commission	Increase Amount $295,000 New Amount $595,000	Will provide design, build, install, and maintain a smart-card based automatic fare collection system for taxicab Airport trip fees. Services will also include a transaction processing and customer assistance call center to resolve problems.	Modi-fication	06/30/11
4002-07/08	Municipal Transportation Agency	Increase Amount $5,000,000 New Amount $8,500,000	Will perform a central control operational study, analyze the MTA's requirements for a new radio communications system, make recommendations based on analysis, design a system to meet those requirements and needs.	Modi-fication	03/31/14
4046-04/05	Public Health	Increase Amount $3,000,000 New Amount $8,400,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport tose wastes to permitted disposal facilities.	Modi-fication	12/31/18
4062-04/05	Public Health	Increase Amount $1,948,212 New Amount $7,848,212	Will provide programmatic an information systems support to various programs and related consulting/ training.	Modi-fication	06/30/15
4020-06/07	GSA-Office of Labor Standards Enforcement	Increase Amount $0.00 New Amount $100,000	Will monitor and report contractors and subcontractors located outside of the San Francisco Bay Area and in countries other than the United States who provide goods to the City in compliance with the City's Sweatfree Contracting Ordinance.	Modi-fication	09/28/10
4031-08/09	Department of Children, Youth & Their Families	Increase Amount $0.00 New Amount $75,000	Will evaluate $7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention.	Modi-fication	06/30/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Review of request for approval of proposed personal services contracts. (File No. 0238-09-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4020-09/10	Municipal Transportation Agency	$12,000,000	Will perform a component life-cycle rehabilitation of SFMTA diesel motor coaches to restore them to their original operating specification to improve vehicle reliability and to bring vehicles into a state of good repair.	Regular	08/31/14
4021-09/10	Municipal Transportation Agency	$30,000,000	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTAS's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Regular	08/31/16
4022-09/10	Municipal Transportation Agency	$1,200,000	Will provide co-project management services for a fare collection equipment replacement project intended to replace the existing technically obsolete Subway fare collection system with a new state of the art system.	Regular	07/31/11

File No. 0238-09-8 (continued)

Recommendation of the Human Resources Director:	Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(9) Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (File No. 0037-07-6) - Action Item

Recommendation of the Director of Transportation:	Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Nora Hanson.

(10) Appeal by Josephine Hawkins of the Human Resources Director's determination of insufficient evidence to sustain a complaint of disparate treatment, harassment, retaliation, denial of reasonable accommodation or constructive discharge. (File No. 0491-07-6) – Action Item

Recommendation:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Josephine Hawkins.

(11) Appeal by Ronald Evans of the Human Resources Director's determination of insufficient evidence to make a finding of retaliation. (File No. 0865-07-6) - Action Item

Recommendation:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Ronald Evans.

(12) Consideration of reduction of salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1. (File No. 0237-09-3) – Action Item

Recommendation:	Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) Determination of future employability: dismissal of permanent civil service appointment of Charles Scott, Truck Driver (Job Code 7355), San Francisco Public Utilities Commission. (File No. 0540-08-7) – Action Item

Recommendation of the Human Resources Director:	No future employment with the Public Utilities Commission.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT

Civil Service Commission

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July 20, 2009 Regular Meeting

MINUTES
Regular Meeting
July 20, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present (Left at 4:25 p.m. Missed Item #s 10, 11, 13-16)
Commissioner Joy Y. Boatwright	Present (Arrived at 3:11 p.m. during Item #7, PSC #4018-09/10. Missed Item #s 1 – 6 and 9)
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Ging Louie, IFPTE Local 21 indicated Local 21 would like to sever PSC #s 4162-08/09, 4010-09/10, 4076-07/08, 4012-09/10, 4017-09/10 and 4110 -06/07.

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APPROVAL OF MINUTES

Regular Meeting of July 6, 2009

Action: Approve. (Vote of 4 to 0)

0193-09-8 **Review of request for approval of proposed personal services contracts.**
(Item No. 5)

PSC#	Department	Amount	Type of Service
4162-08/09	Public Utilities Commission	$9,000,000	Will provide specialized and technical as-needed services in the areas of wate storage, and transport services; water quality services; water treatment serv watershed management services; and enterprise operations and mgmt. Servi

June 15, 2009: Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission.

July 6, 2009: Postpone PSC #4162-08/09 to the meeting of July 20, 2009 at the request of the Public Utilities Commission.

Speakers: Pauson Yun and Carol Isen, Public Utilities Commission and Ging Louie, IFPTE Local 21.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0212-09-8 **Review of request for approval of proposed personal services contracts.**
(Item No. 6)

PSC#	Department	Amount	Type of Service
4008-09/10	Public Utilities Commission	$300,000	Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasecycle, research legal and regulatory compliance is relating to biodiesel use and use of "tolling agreements".
4009-09/10	Recreation and Parks	$80,000	Will provide full design services for skate elements of the Waller Street Skate This includes all services necessary for schematic phase, design development participation in presentations to stakeholders.
4010-09/10 *Postpone to 8/3/09*	Recreation and Parks	$400,000	Will provide complete outreach services for the 2008 Clean and Safe Neighbo Parks Bond projects. This includes all services necessary to design a comprel community outreach program for selected projects.
4076-07/08	Children and Families Commission	Increase Amount $300,000 New Amount $475,000	Will provide online data system development and implementation to enable r updates and create multiple reports.

July 6, 2009:
(1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission.
(2) Postpone PSC #4009-09/10 to the meeting of July 20, 2009 to allow a representative from the Recreation and Parks Department to be present.
(3) Postpone PSC #4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department.
(4) Postpone PSC #4076-07/08 to the meeting of July 20, 2009 at the request of Children and Families Commission.

Speakers: Kofo Domingo and Karri Ving, Public Utilities Commission spoke on PSC #4008-09/10.
Nicholas Kinsey, Recreation and Parks spoke on PSC #4009-09/10.
Sean McFadden, Recreation and Parks and Criss Romero, IFPTE Local 21 spoke on PSC #4010-09/10.
Gloria Corral, First Five and Pam Covington, IFPTE Local 21 spoke on PSC #4076-07/08.

Action:
(1) Postpone PSC #4010-09/10 to the meeting of August 3, 2009 by mutual agreement of IFPTE Local 21 and the Recreation and Parks Department. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on PSC #4076-07/08 on the condition that the Children and Families Commission shall meet with IFPTE Local 21 prior to December 31, 2010 to discuss whether the work performed under this contract should or should not be contracted out permanently. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
(3) Adopt the Human Resources Director's report on PSC #s 4008-09/10 and 4009-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0236-09-8 **Review of request for approval of proposed personal services contracts.**
(Item No. 7)

PSC#	Department	Amount	Type of Service
4012-09/10	Environment	$25,000,000	Will provide implementation support for major elements of a three-year ener efficiency partnership program with PG&E and for projects funded through AA Energy Block Grants (Federal stimulus funds to San Francisco.)
4013-09/10	Public Health	$200,000	Will provide 15-20 hours of art instruction for a maximum of 100 residents at Honda Hospital. As part of the Art with Elders program, services also include developing and coordinating art exhibits.
4014-09/10	Public Health	$80,000	Will provide approximately 80 hours per month of neurology services for resic Laguna Honda Hospital.

4015-09/10	Public Health	$80,000	Will provide a medical doctor (MD) with a specialization in the field of radiolog approximately (70) hours per month of professional and clinical radiologist se LHH.
4016-09/10	Municipal Transportation Agency	$100,000	Will provide federally mandated urine analysis for safety-sensitive employees San Francisco Municipal Transportation Agency (SFMTA).
4017-09/10	Public Utilities Commission	$9,000,000	Will provide specialized and technical as-needed services in the area of waste storm water services; asset management services; security, asset control an emergency response services; environmental, hazardous material and waste.
4018-09/10	Public Works	$4,500,000	Will provide highly specialized Architectural and Structural, Mechanical, Electr Plumbing Engineering services related to Cruise Terminal design, programmir planning and operations, maritime engineering, and geotechnical engineering
4019-09/10	Emergency Management	$145,000	Will develop a list of the Bay Area UASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Analysis on the identified data, and draft a risk assessment report.
4110-06/07	Airport Commission	Increase Amount $295,000 New Amount $595,000	Will provide design, build, install, and maintain a smart-card based automatic collection system for taxicab Airport trip fees. Services will also include a trai processing and customer assistance call center to resolve problems.
4002-07/08	Municipal Transportation Agency	Increase Amount $5,000,000 New Amount $8,500,000	Will perform a central control operational study, analyze the MTA's requireme new radio communications system, make recommendations based on analysi a system to meet those requirements and needs.
4046-04/05	Public Health	Increase Amount $3,000,000 New Amount $8,400,000	Will provide labor, materials, and equipment necessary to package and remo hazardous wastes on an intermittent and as-needed basis from City work site transport tose wastes to permitted disposal facilities.
4062-04/05	Public Health	Increase Amount $1,948,212 New Amount $7,848,212	Will provide programmatic an information systems support to various prograr related consulting/ training.
4020-06/07	GSA-Office of Labor Standards Enforcement	Increase Amount $0.00 New Amount $100,000	Will monitor and report contractors and subcontractors located outside of the Francisco Bay Area and in countries other than the United States who provide the City in compliance with the City's Sweatfree Contracting Ordinance.
4031-08/09	Department of Children, Youth & Their Families	Increase Amount $0.00 New Amount $75,000	Will evaluate $7.7 million dollars in grants to 41 community based organizati funded to provide violence prevention and intervention.

Speakers: Ging Louie, IFPTE Local 21 and Cal Broomhead, Environment spoke on PSC #4012-09/10.
Bill Frazier and Jacquie Hale, Department of Public Health spoke on PSC #4013-09/10.
Jacquie Hale and Dr. Hosea Thomas, Department of Public Health spoke on PSC #s 4014-09/10 and 4015-09/10.

William Smith, Municipal Transportation Agency spoke on PSC #4016-09/10.
Pauson Yun and Carol Isen, Public Utilities Commission and Ging Louie, IFPTE Local 21 spoke on PSC #4017-09/10.
Ed Lopez, Department of Public Works and John Doll, Port spoke on PSC #4018-09/10.
Pam Covington, IFPTE Local 21 and Cynthia Avakian and Henry Thompson, Airport Commission spoke on PSC #4110-06/07.
Ken Jew, Municipal Transportation Agency spoke on PSC #4002-07/08.
Jacquie Hale, Scott Nakamura and Richard Lee, Department of Public Health spoke on PSC #4046-04/05.
Joan Lubamersky and Greg Asay, General Services Administra-tion spoke on PSC #4020-06/07.

Action:
(1) Adopt the Human Resources Director's report on PSC #4012-09/10. Notify the offices of the Controller and the Department of Contract Administration. (Vote of 3 to 0) Commissioner Jung recused from voting. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on PSC #4013-09/10 through 4017-09/10; 4019-09/10; 4062-04/05 and 4031-08/09. Notify the offices of the Controller and the Department of Contract Administration.
(Vote of 4 to 0)
(3) Adopt the Human Resources Director's report on PSC #4018-09/10; 4110-06/07; 4002-07/08; 4046-04/05 and 4020-06/07. Notify the offices of

the Controller and the Department of Contract Administration. (Vote of 5 to 0)

0238-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service
4020-09/10	Municipal Transportation Agency	$12,000,000	Will perform a component life-cycle rehabilitation of SFMTA diesel motor coac restore them to their original operating specification to improve vehicle reliab to bring vehicles into a state of good repair.
4021-09/10	Municipal Transportation Agency	$30,000,000	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTAS's) Light Rail Vehicles (LRVs) to restore syst their original operating specifications to extend component life and improve v reliability.
4022-09/10	Municipal Transportation Agency	$1,200,000	Will provide co-project management services for a fare collection equipment replacement project intended to replace the existing technically obsolete Sub collection system with a new state of the art system.

Speakers: Virginia Harmon, Henry Kim and Louis Maffei, Municipal Transportati 4022-09/10.

Action: Adopt the Human Resources Director's report. Notify the offices of t Administration. (Vote of 5 to 0)

0555-08-3 **Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item N**

Speakers: None.

Action: Postpone to the meeting of September 21, 2009 at the request of N

0491-07-6 **Appeal by Josephine Hawkins of the Human Resources Director's determination of insufficient evide treatment, harassment, retaliation, denial of reasonable accommodation or constructive discharge.**

Speakers: None.

Action: Adopt the report. Sustain the decision of the Human Resources Dire (Vote of 4 to 0) Ms. Hawkins failed to appear.

0865-07-6 **Appeal by Ronald Evans of the Human Resources Director's determination of insufficient evidence to**

Speakers: Jason Hashimoto, Department of Public Health
Ronald Evans, Appellant
Linda Simon, Department of Human Resources

Action: Adopt the report. Sustain the decision of the Human Resources Dire to 0)

0237-09-3 **Consideration of reduction of salary of Member, Board of Supervisors pursuant to Charter Section 2. City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuar**

Speakers: Mary Hao, Department of Human Resources
Paul Zarefsky, Deputy City Attorney

Action: Postpone to the meeting of August 3, 2009. (Vote of 5 to 0)

Note: The Commission requested from the Department of Human Resourc analysis of MOU amendments incorporating comments of Commissic comparable amount given up by employees.

0540-08-7 **Determination of future employability: dismissal of permanent civil service appointment of Charles Scott, Truck Driver (Job C Commission. (Item No. 13)**

Speakers: None.

Action: No future employment with the Public Utilities Commission. (Vote of 4 to 0) Mr. Scott failed to appear.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 14)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

President Gorrono apologized for missing the last meeting due to a date mix up because of the July 4th holiday. He especially regretted not present recognition of his leadership as President of the Commission.

ADJOURNMENT (Item No. 16)
6:16 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

3/09

ORGAN R. GORRONO
PRESIDENT

DENNIS NORMANDY
VICE PRESIDENT

OY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 3, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EXECUTIVE OFFICERS' REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 3, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of July 20, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **Commendation for Monica E. McGuire, Nursing Supervisor, Department of Public Health upon her retirement after more than 38 years of service to the City & County of San Francisco. (File No. 0259-09-1) – Action Item**

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0212-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4010-09/10	Recreation and Parks	$400,000	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design a comprehensive community outreach program for selected projects.	Regular	06/30/14

July 6, 2009: Postpone PSC #4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department.

July 20, 2009: Postpone PSC #4010-09/10 to the meeting of August 3, 2009 by mutual agreement of IFPTE Local 21 and the Recreation and Parks Department.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Office of Contract Administration

(7) Review of request for approval of proposed personal services contracts. (File No. 0260-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-09/10	Public Utilities Commission	$2,300,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies. This work consists of environmental tasks in support of the Upper Alameda Creek Filter Gallery.	Regular	06/30/14
4024-09/10	Public Utilities Commission	$625,000	Will provide removal, hauling and legally dispose/ recycle Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SWTP).	Regular	07/31/12
4057-07/08	Department of Building Inspection	Increase Amount $500,000 New Amount $740,000	Will provide scanning and electronic imaging services to convert all paper-based building plans/drawing into Digital images and create an index of all imaged documents.	Modi-fication	06/30/11
4175-06/07	Planning Department	Increase Amount $0.00 New Amount $147,000	Will provide a detailed, working geographic information system (GIS), planning graphic support services and public outreach and workshop coordination for the community based Western South-of Market (SoMa).	Modi-fication	06/30/10

0260-09-8 (continued)

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (File No. 0233-09-1) - Action Items

Action: Adopt the report. Transmit rates to the Retirement System in accordance with Charter Section A8.590-1-A8.590-7; Provide report to the Board of Supervisors.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Consideration of reduction of salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1. (File No. 0237-09-3) – Action Item

July 20, 2009: Postpone to the meeting of August 3, 2009.

Note: The Commission requested from the Department of Human Resources-Employee Relations Division a summary and analysis of MOU amendments incorporating comments of Commissioners regarding methodology to arrive at a comparable amount given up by employees.

Recommendation: Open for discussion.

(10) Appeal by Mark Sangervasi of the Human Resources Director's finding of insufficient evidence to make a finding of discrimination. (File No. 0350-06-6)

July 6, 2009: Postpone to the meeting of August 3, 2009 at the request of Mark Sangervasi.

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal of Mark Sangervasi.

(11) Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (File No. 0332-08-6)

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal of Edward Campos.

EXECUTIVE OFFICER'S REPORT

(12) Report on the Goals and Objectives of the Civil Service Commission as of June 30, 2009; including summaries of Fiscal Year 2008-09 Inspection Service Requests and Merit System Audits. (File No. 0239-09-1) - Action Item

Recommendation: Accept the report.

(13) Report on the Pending Appeals Log as of June 30, 2009. (File No. 0240-09-1) – Action Item

Recommendation: Accept the report.

(14) Response to Commission Request for Information on Non-Civil Service and Limited Tenure Appointments. (File No. 0261-09-1) – Action Item

Recommendation: Accept the report.

(15) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(16) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

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MINUTES
Regular Meeting
August 3, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

08-05-09P04:27 RCVD

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of July 20, 2009

Action: Approve. (Vote of 5 to 0)

5 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

0259-09-1 **Commendation for Monica E. McGuire, Nursing Supervisor, Department of Public Health upon her retirement after more than 38 years of service to the City & County of San Francisco. (Item No. 5)**

Speakers: Monica McGuire, Recipient

Action: Adopt. (Vote of 5 to 0)

0212-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4010-09/10	Recreation and Parks	$400,000	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design a comprehensive community outreach program for selected projects.	Regular	06/30/14

July 6, 2009: Postpone PSC #4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department.

July 20, 2009: Postpone PSC #4010-09/10 to the meeting of August 3, 2009 by mutual agreement of IFPTE Local 21 and the Recreation and Parks Department.

Speakers: Lisa Seitz, Recreation and Parks Department
Criss Romero, IFPTE Local 21

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0260-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-09/10	Public Utilities Commission	$2,300,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies. This work consists of environmental tasks in support of the Upper Alameda Creek Filter Gallery.	Regular	06/30/14
4024-09/10	Public Utilities Commission	$625,000	Will provide removal, hauling and legally dispose/ recycle Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SWTP).	Regular	07/31/12
4057-07/08	Department of Building Inspection	Increase Amount $500,000 New Amount $740,000	Will provide scanning and electronic imaging services to convert all paper-based building plans/drawing into Digital images and create an index of all imaged documents.	Modi-fication	06/30/11
4175-06/07	Planning Department	Increase Amount $0.00 New Amount $147,000	Will provide a detailed, working geographic information system (GIS), planning graphic support services and public outreach and workshop coordination for the community based Western South-of Market (SoMa).	Modi-fication	06/30/10

0260-09-8 (continued)

Speakers: Bonita McGee, Craig Freeman and Artis Graham, Public Utilities Commission and Ging Louie, IFPTE Local 21 spoke on PSC #4023-09/10.
Bonita McGee and Paul Gambon, Public Utilities Commission spoke on PSC #4024-09/10.
Vivian Day, Department of Building Inspection and Margot Reed, SEIU Local 1021 spoke on PSC #4057-07/08.
Elaine Forbes, City Planning spoke on PSC #4175-06/07.

Action:
(1) Adopt the Human Resources Director's report on PSC #4023-09/10 on the condition that the identified work undergo continuous review to ensure that where possible, every effort shall be made to have the work performed by qualified City employees. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)
(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0233-09-1 **Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (Item No. 8)**

Speakers: Rich David, Department of Human Resources

Action: Adopt the report. Transmit rates to the Retirement System in accordance with Charter Section A8.590-1-A8.590-7; Provide report to the Board of Supervisors. (Vote of 5 to 0)

0237-09-3 **Consideration of reduction of salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1. (Item No. 9)**

July 20, 2009: Postpone to the meeting of August 3, 2009.

Note: The Commission requested from the Department of Human Resources-Employee Relations Division a summary and analysis of MOU amendments incorporating comments of Commissioners regarding methodology to arrive at a comparable amount given up by employees.

0237-09-3 (continued)

Speakers: Martin Gran, Department of Human Resources

Action: Accept the Department of Human Resources-ERD report of summary and analysis of MOU amendments; Select Option I: the weighted average of 2.45% in wage concessions made by employee organizations; Reduce 2.45% the salaries of Member, Board of Supervisors and Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer and Sheriff) for Fiscal Year 2009-10 covering the period July 1, 2009 to June 30, 2010; Transmit to the Controller. (Vote of 5 to 0)

0350-06-6 **Appeal by Mark Sangervasi of the Human Resources Director's finding of insufficient evidence to make a finding of discrimination. (Item No. 10)**

July 6, 2009: Postpone to the meeting of August 3, 2009 at the request of Mark Sangervasi.

Speakers: None.

Action: Postpone to the meeting of August 17, 2009 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)

0332-08-6 **Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of September 21, 2009 at the request of Edward Campos. (Vote of 5 to 0)

0239-09-1 **Report on the Goals and Objectives of the Civil Service Commission as of June 30, 2009; including summaries of Fiscal Year 2008-09 Inspection Service Requests and Merit System Audits. (Item No. 12)**

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 4 to 0; Commissioner Jung missed vote)

0240-09-1 **Report on the Pending Appeals Log as of June 30, 2009. (Item No. 13)**

Speakers: None.

Action: Accept the report. (Vote of 4 to 0; Commissioner Jung missed vote)

0261-09-1 **Response to Commission Request for Information on Non-Civil Service and Limited Tenure Appointments. (Item No. 14)**

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the report; Staff to provide quarterly updates. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 15)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

Commissioner Normandy inquired on the possibility of conditional approval of all personal services contracts in order to expedite its hearing and review at Commission meetings.

ADJOURNMENT (Item No. 17)

3:46 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

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MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, August 17, 2009

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. *Ricci v. DeStefano*, --- U.S. ---, 129 S.Ct. 2658, 77 USLW 4639, 09 Cal. Daily Op. Serv. 8212, 2009 Daily Journal D.A.R. 9567 (United States Supreme Court, June 29, 2009). Significant exposure to litigation pursuant to California Government Code sec. 54956.9(b) and San Francisco Administrative Code sec. 67.10(d).

CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – ONE OR MORE CASES AS POTENTIAL DEFENDANT (DISCUSSION AND POSSIBLE ACTION)

A) Public Comment on all matters pertaining to the closed session.

B) Vote on whether to invoke the attorney-client privilege and go into closed session to confer with counsel pursuant to California Government Code sec. 54956.9(b) and San Francisco Administrative Code sec. 67.10(d). **(Action Item)**

C) CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – ONE OR MORE CASES AS POTENTIAL DEFENDANT. SUBJECT: *RICCI V. DESTEFANO* (DISCUSSION AND POSSIBLE ACTION ITEM)

D) Vote to elect whether to disclose discussion in closed session pursuant to San Francisco Administrative Code sec. 67.12(a). **(Action Item)**

E) Reconvene in open session:

1) Disclosure of action taken in closed session within the meaning of California Government Code sec. 54957.1(a)(2)/(3) and San Francisco Administrative Code sec. 67.12(b)(2)/(3).

III. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 8/12/09

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission

Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards,
councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to
register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100,
fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

Minutes of Special Meeting – Closed Session

Monday, August 17, 2009
1:00 p.m.

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 1:31 p.m.

Present:	President Morgan R. Gorrono Vice President E. Dennis Normandy Commissioner Donald A. Casper
Not Present:	Commissioner Joy Y. Boatwright (Notified Absence) Commissioner Mary Y. Jung (Notified Absence)

President Morgan R. Gorrono presided.

II. **_Ricci v. DeStefano_, --- U.S. ---, 129 S.Ct. 2658, 77 USLW 4639, 09 Cal. Daily Op. Serv. 8212, 2009 Daily Journal D.A.R. 9567 (United States Supreme Court, June 29, 2009). Significant exposure to litigation pursuant to California Government Code sec. 54956.9(b) and San Francisco Administrative Code sec. 67.10(d).**

CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – ONE OR MORE CASES AS POTENTIAL DEFENDANT (DISCUSSION AND POSSIBLE ACTION)

A) **Public Comment on all matters pertaining to the Agenda item and the potential closed session.**

None.

B) **Vote on whether to invoke the attorney-client privilege and go into closed session to confer with counsel pursuant to California Government Code sec. 54956.9(b) and San Francisco Administrative Code sec. 67.10(d). (Action Item)**

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

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C) CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – ONE OR MORE CASES AS POTENTIAL DEFENDANT. SUBJECT: *RICCI V. DESTEFANO* (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 1:34 p.m. in City Hall, Room 400 and the following were present:

Morgan R. Gorrono, President, CSC
E. Dennis Normandy, Vice President, CSC
Donald A. Casper, Commissioner
Anita Sanchez, Executive Officer, CSC

Sandra Eng, Assistant Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Micki Callahan, Human Resources Director
Paul Zarefsky, Deputy City Attorney
Stacey Lucas, Deputy City Attorney
Ted Yamasaki, Department of Human Resources
John Kraus, Department of Human Resources

Closed Session ended at 2:09 p.m.

D) Reconvened in Open Session at 2:10 p.m.

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12 (a)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

III. Adjournment

2:11 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 17, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 17, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of August 3, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0267-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-09/10	Airport Commission	$3,500,000	Will provide consulting services to analyze and develop bond feasibility studies, financial and capital planning, air traffic forecasting, rates and charges modeling, and related airport projects.	Regular	08/31/14
4026-09/10	Airport Commission	$1,500,000	Will provide consulting services for concession development; evaluation of Airport's aesthetic design; analysis of options for hotel development on Airport property retail master programming.	Regular	08/31/14
4027-09/10	Building Inspection	$181,620	Will install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system that will allow customers to schedule and cancel inspections along with obtaining inspection results.	Regular	10/31/14
4028-09/10	GSA-Fleet Management	$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12
4029-09/10	Public Health	Increase Amount $21,000 New Amount $70,000	Will provide clinical plastic and reconstructive surgery for residents of Laguna Honda Hospital, approximately 16 hours per month. Modification of original PSC is for an enhanced package of services.	Modi-fication	06/30/10
4055-05/06	Public Utilities Commission	Increase Amount $3,900,000 New Amount $15,900,000	Will consist of engineering and design services for a 3,000 ft. 96" diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft. diameter tunnel.	Modi-fication	06/30/14
4004-07/08	Public Utilities Commission	Increase Amount $18,300,000 New Amount $63,500,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Modi-fication	09/30/14
4041-08/09	Department of Technology	Increase Amount $0 New Amount $3,188,966	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Modi-fication	08/31/10
4019-08/09	GSA-Animal Care & Control	Increase Amount $74,000 New Amount $158,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Modi-fication	06/30/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Mark Sangervasi of the Human Resources Director's finding of insufficient evidence to sustain his charge of discrimination. (File No. 0350-06-6) - Action Item

July 6, 2009:	Postpone to the meeting of August 3, 2009 at the request of Mark Sangervasi.
August 3, 2009:	Postpone to the meeting of August 17, 2009 at the request of the Municipal Transportation Agency.
Recommendation:	Off calendar.

(7) Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0268-09-1) - Action Item

Recommendation of the Director of Transportation:	Adopt the report.

(8) Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0269-09-1) - Action Item

Recommendation of the Director of Transportation:	Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Request to extend the Eligible List for Class 8214 Parking Control Officer Eligible List ID# 52868. (File No. 0270-09-1) - Action Item

Recommendation of the Director of Transportation:	Approve the request to extend the duration of the Class 8214 Parking Control Officer eligible list (List ID# 52868) for twelve (12) months to September 21, 2010. Per CSC Rule 412.3 Extension of Eligibility, notify the remaining eligibles on the list (List ID# 52868) of the extension and the change in the expiration of their eligibility.

(10) Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (File No. 0027-07-6) – Action Item

August 20, 2007:	Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
October 1, 2007:	Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
Note:	Commissioners Morgan Gorrono and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
November 19, 2007:	Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
Recommendation of the Human Resources Director:	Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Virginia Morgan.

(11) Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of disparate treatment discrimination and retaliation. (File No. 0594-06-6) - Action Item

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Douglas Yep.

POTENTIAL CLOSED SESSION

Note: This item is being noticed as a potential closed session to preserve the Commission's option to go into closed session during the hearing of the item if for reasons of privacy it is appropriate to do so. Noticing this item as a potential closed session does not necessarily mean the Commission will go into closed session during its hearing of the item.

A. Vote on whether to hold closed session pursuant to San Francisco Administrative Code 67.10 (b), and federal and state laws governing medical privacy, including but not limited to Article I, Section 1, California Constitution **(Action Item)**

B. Reconvene in open session
   1) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) **(Action Item)**
   2) Disclosure of action taken in closed session.

(12) Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of retaliation and harassment. (File No. 0037-07-6) - Action Item

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Douglas Yep.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (File No. 0065-09-7) – Action Item

June 15, 2009:	No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
July 6, 2009:	Continue to the meeting of August 17, 2009 pending the resolution of arbitration.
Recommendation of the Human Resources Director:	No future employment with the San Francisco Public Library.

(14) Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (File No. 0727-07-7) – Action Item

Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

65
5
1/17/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES
Regular Meeting
August 17, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:23 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present (Left at 4:42 p.m.; lost quorum)
Commissioner Joy Y. Boatwright	Not present (Notified absence)
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Not present (Notified absence)

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

GOVERNMENT
DOCUMENTS DEPT

AUG 19 2009

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PUBLIC LIBRARY

Regular Meeting of August 3, 2009

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

There will only be one Regular meeting in September due to the Labor Day holiday. If necessary, the Commission will hold Special meetings to conduct and/or address any emergency matters.

0267-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-09/10	Airport Commission	$3,500,000	Will provide consulting services to analyze and develop bond feasibility studies, financial and capital planning, air traffic forecasting, rates and charges modeling, and related airport projects.	Regular	08/31/14
4026-09/10	Airport Commission	$1,500,000	Will provide consulting services for concession development; evaluation of Airport's aesthetic design; analysis of options for hotel development on Airport property retail master programming.	Regular	08/31/14
4027-09/10	Building Inspection	$181,620	Will install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system that will allow customers to schedule and cancel inspections along with obtaining inspection results.	Regular	10/31/14
4028-09/10 *Over to 9/21/09*	GSA-Fleet Management	$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12
4029-09/10	Public Health	Increase Amount $21,000 New Amount $70,000	Will provide clinical plastic and reconstructive surgery for residents of Laguna Honda Hospital, approximately 16 hours per month. Modification of original PSC is for an enhanced package of services.	Modi-fication	06/30/10
4055-05/06	Public Utilities Commission	Increase Amount $3,900,000 New Amount $15,900,000	Will consist of engineering and design services for a 3,000 ft. 96" diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft. diameter tunnel.	Modi-fication	06/30/14
4004-07/08	Public Utilities Commission	Increase Amount $18,300,000 New Amount $63,500,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Modi-fication	09/30/14
4041-08/09	Department of Technology	Increase Amount $0 New Amount $3,188,966	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Modi-fication	08/31/10
4019-08/09	GSA-Animal Care & Control	Increase Amount $74,000 New Amount $158,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Modi-fication	06/30/10

Speakers: Cynthia Avakian and Kevin Kone, Airport Commission spoke on PSC #s 4025-09/10 and 4026-09/10.
Vitus Leung, Tom Fung and Dave Del Grande, General Services Administration and Art Gonzalez, Auto Machinists Local 1414, Irwin Lum, TWU Local 250A and Richard Fonseca, Auto Machinists Local 1414 spoke on PSC #4028-09/10.
Kofo Domingo and Susan Yee, Public Utilities Commission spoke on PSC #4004-07/08.

0267-09-8 (continued)

Action:

(1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrono dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0350-06-6 **Appeal by Mark Sangervasi of the Human Resources Director's finding of insufficient evidence to sustain his charge of discrimination. (Item No. 6)**

July 6, 2009: Postpone to the meeting of August 3, 2009 at the request of Mark Sangervasi.

August 3, 2009: Postpone to the meeting of August 17, 2009 at the request of the Municipal Transportation Agency.

Speakers: None.

Action: Off calendar. (Vote of 3 to 0)

0268-09-1 **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 7)**

Speakers: None.

Action: Adopt the report. (Vote of 3 to 0)

0269-09-1 **Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 8)**

Speakers: None.

Action: Adopt the report. (Vote of 3 to 0)

0270-09-1 **Request to extend the Eligible List for Class 8214 Parking Control Officer Eligible List ID# 52868. (Item No. 9)**

Speakers: Clare Leung, Municipal Transportation Agency

Action: Approve the request to extend the duration of the Class 8214 Parking Control Officer eligible list (List ID# 52868) for twelve (12) months to September 21, 2010. Per CSC Rule 412.3 Extension of Eligibility, notify the remaining eligibles on the list (List ID# 52868) of the extension and the change in the expiration of their eligibility. (Vote of 3 to 0)

0027-07-6 **Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 10)**

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Gorrono and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

Speakers: None.

Action: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3. (Vote of 3 to 0)

0594-06-6 **Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of disparate treatment discrimination and retaliation. (Item No. 11)**

Speakers: Jason Hashimoto, Department of Public Health
Linda Simon, Department of Human Resources
Douglas Yep, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Douglas Yep. (Vote of 3 to 0)

0594-06-6 (continued)

POTENTIAL CLOSED SESSION

Note: This item is being noticed as a potential closed session to preserve the Commission's option to go into closed session during the hearing of the item if for reasons of privacy it is appropriate to do so. Noticing this item as a potential closed session does not necessarily mean the Commission will go into closed session during its hearing of the item.

A. Vote on whether to hold closed session pursuant to San Francisco Administrative Code 67.10 (b), and federal and state laws governing medical privacy, including but not limited to Article I, Section 1, California Constitution **(Action Item)**

The Commission did not conduct a closed session.

0037-07-6 **Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of retaliation and harassment. (Item No. 12)**

Speakers: Jason Hashimoto, Department of Public Health
Douglas Yep, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Douglas Yep. (Vote of 3 to 0)

0065-09-7 **Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 13)**

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

Speakers: None.

Action: Postpone to the meeting of September 21, 2009. (Vote of 3 to 0)

0727-07-7 **Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 14)**

Speakers: None.

Action: Postpone to the meeting of September 21, 2009. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 15)

Virginia Morgan clarified that her hearing was postponed to the meeting of September 21, 2009.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

None.

ADJOURNMENT (Item No. 17)

4:42 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

9/11/09
special

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Friday, September 11, 2009

12:45 p.m.

09-08-09P01:11 RCVD

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place

GOVERNMENT
DOCUMENTS DEPT

SEP - 8 2009

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PUBLIC LIBRARY

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. **Proposed ordinance (File No. 091031) amending the Administrative Code regarding appointment of Police Command Staff; to authorize the Chief of Police to select for appointment to non-civil service ranks above the rank of Captain any sworn law enforcement officer with supervisory experience, either with the San Francisco Police Department or with any local, state or federal agency that employs sworn law enforcement officers.**
DISCUSSION AND POSSIBLE ACTION

Recommendation: Open for discussion.

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 9/8/09

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

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2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

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Civil Service Commission

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September 11, 2009 Special Meeting

Minutes of Special Meeting

Friday, September 11, 2009

12:45 p.m.

I. The Special Meeting was called to order at 12:50 p.m.

Present: President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

Not Present: Vice President E. Dennis Normandy (Notified absence)

President Morgan R. Gorrono presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. **Proposed ordinance (File No. 091031) amending the Administrative Code regarding appointment of Police Command Staff; to authorize the Chief of Police to select for appointment to non-civil service ranks above the rank of Captain any sworn law enforcement officer with supervisory experience, either with the San Francisco Police Department or with any local, state or federal agency that employs sworn law enforcement officers. DISCUSSION AND POSSIBLE ACTION**

Speakers: Alice Villagomez, Human Resources Director, SFPD

Action: 1) Directed the Executive Officer to request that the Rules Committee postpone the hearing on the proposed ordinance.

2) Designated Commissioner Donald A. Casper to represent the Commission and its concerns regarding the amendments to Administrative Code Sections 2A.76 and 2A.77 before the Board of Supervisors. (Vote of 4 to 0)

IV. Adjournment

1:50 p.m.

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E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
September 21, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

SPECIAL ORDER OF BUSINESS

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 21, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of August 17, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0267-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrono dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

(6) Review of request for approval of proposed personal services contracts. (File No. 0295-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works – Bureau of Architecture	$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12

4034-09/10	Public Utilities Commission	$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount $125,000 New Amount $1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modi-fication	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount $1,300,000 New Amount $1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modi-fication	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount $26,752,554 New Amount $56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTAS's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modi-fication	08/31/16

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

SPECIAL ORDER OF BUSINESS

(7) **Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (File No. 0065-09-7) – Action Item**

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

File No. 0065-09-7 (continued)

July 6, 2009:	Continue to the meeting of August 17, 2009 pending the resolution of arbitration.
August 17, 2009:	Postpone to the meeting of September 21, 2009.
Recommendation of the Human Resources Director:	No future employment with the San Francisco Public Library.

(8) Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (File No. 0727-07-7) – Action Item

August 17, 2009:	Postpone to the meeting of September 21, 2009.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

CONSENT AGENDA

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(9) Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (File No. 0027-07-6) – Action Item

August 20, 2007:	Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
October 1, 2007:	Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
Note:	Commissioners Morgan Gorrono and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
November 19, 2007:	Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

File No. 0027-07-6 (continued)

August 17, 2009: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

Recommendation: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources.

(10) Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Police and Fire. (File No. 0296-09-1) - Action Item

Recommendation of the Director of Transportation: Accept and adopt the report.

(11) Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (File No. 0284-09-3) – Action Item

Recommendation: Adopt the report; Forward to Board of Supervisors.

REGULAR AGENDA

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(12) Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (File No. 0024-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14

File No. 0024-09-8 (continued)

2009-08/09	Human Services Agency	$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

Recommendation: Accept the report.

(13) Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (File No. 0555-08-3) - Action Item

July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.

Recommendation of the Director of Transportation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Nora Hanson.

(14) Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (File No. 0332-08-6)

August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal of Edward Campos.

(15) **Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (File No. 0650-06-6) – Action Item**

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones.

(16) **Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (File No. 0263-09-2) – Action Item**

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by IFPTE Local 21.

HUMAN RESOURCES DIRECTOR'S REPORT

(17) **Department of Human Resources' Report on the Position-Based Testing Program. (File No. 0297-09-1) - Action Item**

Recommendation of the Human Resources Director:	Accept and file the report.

(18) **Department of Human Resources Report on Provisional Appointments. (File No. 0298-09-1) – Action Item**

Recommendation of the Human Resources Director:	Accept and file the report.

(19) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(20) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(21) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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5
21/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
September 21, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

Action: Approved. (Vote of 4 to 0)

0267-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrono dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works – Bureau of Architecture	$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17

4035-09/10	Treasurer and Tax Collector's Office	$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount $125,000 New Amount $1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modi-fication	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount $1,300,000 New Amount $1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modi-fication	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount $26,752,554 New Amount $56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTAS's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modi-fication	08/31/16

Speakers: Gary Hoy, Department of Public Works spoke on PSC #4030-09/10.
Joe Chin, Department of Public Works spoke on PSC #4031-09/10.
Kofo Domingo, Carol Isen and Manfred Wong, Public Utilities Commission and Ging Louie, IFPTE Local 21 spoke on PSC #4033-09/10.
Kofo Domingo and Joe Naras, Public Utilities Commission spoke on PSC #4034-09/10.
Elson Hao, Municipal Transportation Agency spoke on PSC #4036-09/10.
Elson Hao, Municipal Transportation Agency and Kevin Hughes, IBEW Local 6 spoke on PSC #4021-09/10.

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 **Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)**

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Pitocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 **Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)**

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0027-07-6 **Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)**

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Gorrono and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

0027-07-6 (continued)

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

August 17, 2009: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

Speakers: None.

Action: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)

0296-09-1 Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Police and Fire. (Item No. 10)

Speakers: Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director

Action: Accept and file the report. (Vote of 4 to 0)

0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)

Speakers: None.

Action: Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)

0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14

2007-08/09	Human Services Agency	$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

Speakers: Dave Curto, Human Services Agency
Steve Pitocchi, SEIU Local 1021

Action: Accept the oral report. (Vote of 4 to 0)

0555-08-3 **Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)**

July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.

Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant

Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)

Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code. (Vote of 4 to 0)

0332-08-6 **Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)**

August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.

Speakers: None.

Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)

0650-06-6 **Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)**

Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dessents.)

0263-09-2 **Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)**

Speakers: None.

Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)

0297-09-1 **Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)**

Speakers: Laura Dancer, Department of Human Resources

Action: Accept and file the report. (Vote of 4 to 0)

0298-09-1 **Department of Human Resources Report on Provisional Appointments. (Item No. 18)**

Speakers: Laura Dancer, Department of Human Resources

Action: Accept and file the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

Kevin Hughes, IBEW Local 6 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)

6:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

65
4
10/5/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 5, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

GOVERNMENT
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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 5, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of September 11, 2009

Recommendation: Approve.

Regular Meeting of September 21, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0316-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-09/10	Municipal Transportation Agency (SFMTA)	$3,954,858	Will provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the base AVLS.	Regular	07/31/11
4041-09/10	Municipal Transportation Agency (SFMTA)	$175,000	Will provide mandatory conflict resolution training workshops for employees in relevant classifications in the Agency's Security & Enforcement Division (SED).	Regular	10/04/12
4042-09/10	Public Health	$400,000	Will provide access to a web based computer training (CBT) application, allowing Public Health staff to meet training requirements mandated by the Joint Commission on the Accreditation of Health Care Organizations and other regulatory agencies.	Regular	08/31/12
4043-09/10	Public Utilities Commission	$5,000,000	Will provide specialized and technical engineering services related to the design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments.	Regular	01/31/15
4044-09/10	Public Utilities Commission	$4,500,000	Will provide preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and foundation designs criteria for various utility projects on an as-needed basis.	Regular	12/01/15
4045-09/10	Public Utilities Commission	$1,000,000	Will provide engineering design services and geotechnical support for three pipes crossing the Serra Fault and possible areas of liquefaction.	Regular	02/01/13
4046-09/10	City Administrator	$150,000	Will provide the framework for $28 billion in proposed citywide capital infrastructure investments over the next decade.	Regular	11/01/11
4047-09/10	Arts Commission	$760,000	Will provide multiple contracts for design, fabrication, transportation and installation of public artwork for eight to ten Recreation and Parks Facilities in conjunction with the 2008 Clean & Safe Neighborhood Park Bond Program.	Regular	12/31/14
4048-09/10	Arts Commission	$115,500	Will design, fabricate, transport and install free-standing sculptural elements for the streetscape improvements along Church Street from Market Street to Duboce Avenue to Fillmore Street.	Regular	12/31/12
4049-09/10	Treasurer and Tax Collector's Office	$120,000	Will perform supplemental collection services on delinquent accounts referred by various city departments; also perform credit reporting, skip-tracing, notice issuance and negotiation of payments plans.	Regular	11/01/13

4113-05/06	Public Utilities Commission	Increase Amount $320,000 New Amount $770,000	Will provide coordination & work plan preparation; environmental document scoping; environmental background and field studies; alternative analysis; preparation of draft environmental documents; public review of documents; & response to public comments.	Modi-fication	06/04/11
4050-09/10	Public Utilities Commission	Increase Amount $25,000 New Amount $75,000	Will provide outside auditors to independently review and evaluate the use of revenue bond proceeds.	Modi-fication	07/15/10
4026-06/07	Human Resources	Increase Amount $185,000 New Amount $485,000	Will provide an integrated system that will accept applications and process applicants through the City's hiring/referral process through the internet. Modification includes 2-yr. extension for maintenance and hosting services, and additional functional enhancements.	Modi-fication	01/31/12
4085-06/07	Public Works	Increase Amount $1,200,000 New Amount $2,000,000	Will provide a turnkey management solution for the medical equipment, library millwork and furniture for the program, which is not procured through bond funds.	Modi-fication	01/31/12
4043-04/05	Department of Technology	Increase Amount $2,000,000 New Amount $4,800,000	Will maintain current Court Management System (which includes CABLE technology); adapt Court Mgmt System to new Trial Courts organization; participate in development of JUSTIS project, which replaces the legacy CABLE and Court Mgmt systems.	Modi-fication	06/30/15

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0317-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-09/10	Department of Technology	$1,700,000	Will provide the City with Telecom maintenance support for the Avaya voice solutions. This will be for the continuation of services to monitor and administer Avaya telephone switches and telecom networks used by all City departments.	Regular	09/30/10

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

(7) **Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (File No. 0263-09-2) – Action Item**

September 21, 2009: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by IFPTE Local 21.

(8) **Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (File No. 0332-08-6)**

August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.

September 21, 2009: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal of Edward Campos.

(9) **Appeal by Brian Garrett of the Human Resources Director's determination of insufficient evidence to support his complaint of discrimination and retaliation. (File No. 0870-07-6) – Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Brian Garrett.

(10) **Appeal by Michael Branner of his background rejection for a 2708 Custodian position with the Airport Commission. (File No. 0002-09-4) – Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Branner.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: permanent civil service appointment of Efren Roman, Senior Eligibility Worker (Job Code 2905), with the Human Services Agency. (File No. 0593-07-7) – Action Item**

Recommendation of the Human Services Agency: No future employment with the Human Services Agency.

HUMAN RESOURCES DIRECTOR'S REPORT

(12) **Report on the Department of Human Resources Efforts to Revise the Employee Relations Ordinance. (File No. 0319-09-1) - Action Item**

Recommendation: Open for discussion.

EXECUTIVE OFFICER'S REPORT

(13) **Fiscal Year 2009-10 Goals and Objectives. (File No. 0320-09-1) – Action Item**

Recommendation: Accept the report; Approve Fiscal Year 2009-10 Goals and Objectives.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

15/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES
Regular Meeting
October 5, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Not Present (Notified absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present (Arrived at 2:15 p.m. and left at 7:30 p.m. Missed Item #s 1 – 5a and 12 – 16)

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Kim Waldron, IFPTE Local 21 stated that she was present to speak on Item #7, appeal by IFPTE Local 21 of Classification Action #20, FY 08-09.

Steven Frunk stated that he was present to speak on Item #9, appeal by Brian Garrett.

APPROVAL OF MINUTES

Special Meeting of September 11, 2009

Action: Approve. (Vote of 3 to 0)

Regular Meeting of September 21, 2009

Action: Approve. (Vote of 3 to 0)

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0316-09-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-09/10	Municipal Transportation Agency (SFMTA)	$3,954,858	Will provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the base AVLS.	Regular	07/31/11
4041-09/10	Municipal Transportation Agency (SFMTA)	$175,000	Will provide mandatory conflict resolution training workshops for employees in relevant classifications in the Agency's Security & Enforcement Division (SED).	Regular	10/04/12
4042-09/10	Public Health	$400,000	Will provide access to a web based computer training (CBT) application, allowing Public Health staff to meet training requirements mandated by the Joint Commission on the Accreditation of Health Care Organizations and other regulatory agencies.	Regular	08/31/12
4043-09/10 *Over to 10/19/09*	Public Utilities Commission	$5,000,000	Will provide specialized and technical engineering services related to the design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments.	Regular	01/31/15
4044-09/10	Public Utilities Commission	$4,500,000	Will provide preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and foundation designs criteria for various utility projects on an as-needed basis.	Regular	12/01/15
4045-09/10	Public Utilities Commission	$1,000,000	Will provide engineering design services and geotechnical support for three pipes crossing the Serra Fault and possible areas of liquefaction.	Regular	02/01/13
4046-09/10	City Administrator	$150,000	Will provide the framework for $28 billion in proposed citywide capital infrastructure investments over the next decade.	Regular	11/01/11
4047-09/10	Arts Commission	$760,000	Will provide multiple contracts for design, fabrication, transportation and installation of public artwork for eight to ten Recreation and Parks Facilities in conjunction with the 2008 Clean & Safe Neighborhood Park Bond Program.	Regular	12/31/14
4048-09/10	Arts Commission	$115,500	Will design, fabricate, transport and install free-standing sculptural elements for the streetscape improvements along Church Street from Market Street to Duboce Avenue to Fillmore Street.	Regular	12/31/12
4049-09/10	Treasurer and Tax Collector's Office	$120,000	Will perform supplemental collection services on delinquent accounts referred by various city departments; also perform credit reporting, skip-tracing, notice issuance and negotiation of payments plans.	Regular	11/01/13
4113-05/06	Public Utilities Commission	Increase Amount $320,000 New Amount $770,000	Will provide coordination & work plan preparation; environmental document scoping; environmental background and field studies; alternative analysis; preparation of draft environmental documents; public review of documents; & response to public comments.	Modi-fication	06/04/11
4050-09/10 *Withdrawn*	Public Utilities Commission	Increase Amount $25,000 New Amount $75,000	Will provide outside auditors to independently review and evaluate the use of revenue bond proceeds.	Modi-fication	07/15/10

4026-06/07	Human Resources	Increase Amount $185,000 New Amount $485,000	Will provide an integrated system that will accept applications and process applicants through the City's hiring/referral process through the internet. Modification includes 2-yr. extension for maintenance and hosting services, and additional functional enhancements.	Modi-fication	01/31/12
4085-06/07	Public Works	Increase Amount $1,200,000 New Amount $2,000,000	Will provide a turnkey management solution for the medical equipment, library millwork and furniture for the program, which is not procured through bond funds.	Modi-fication	01/31/12
4043-04/05	Department of Technology	Increase Amount $2,000,000 New Amount $4,800,000	Will maintain current Court Management System (which includes CABLE technology); adapt Court Mgmt System to new Trial Courts organization; participate in development of JUSTIS project, which replaces the legacy CABLE and Court Mgmt systems.	Modi-fication	06/30/15

Speakers: Thomas Kennedy, Municipal Transportation Agency spoke on PSC #4040-09/10.
Joy Houlihan, Municipal Transportation Agency, Joe Brenner, IFPTE Local 21 and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4041-09/10.
Jacquie Hale, Frederick Ryan and Sandra Peterson, Department of Public Health spoke on PSC #4042-09/10.
Susan Yee, Public Utilities Commission spoke on PSC #4045-09/10.
Joan Lubamersky and Adam Van de Water, City Administrator and Joe Brenner, IFPTE Local 21 spoke on PSC #4046-09/10.
Shelley Thompson, Department of Human Resources spoke on PSC #4026-06/07.
Walter Calcagno, Department of Technology spoke on PSC #4043-04/05.

Action:

(1) Withdraw PSC #4050-09/10 at the request of the Public Utilities Commission. (Vote of 3 to 0)
(2) Postpone PSC #4043-09/10 to the meeting of October 19, 2009 at the request of the Public Utilities Commission. (Vote of 3 to 0)
(3) Approve request for PSC #4041-09/10 on the condition that: 1) there be knowledge transfer between the trainers and the employees trained, especially with respect to managerial employees; 2) that there be skills training in conflict resolution; 3) the Municipal Transportation Agency meet with IFPTE Local 21 to discuss and plan for all issues related to knowledge transfer and conflict resolution skills training; and, 4) report and update the Commission in one year on how the program is working. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0316-09-8 (continued)

(4) Approve request for PSC #s 4044-09/10; 4047-09/10 through 4049-09/10; 4113-05/06 and 4085-06/07. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
(5) Approve request for PSC #s 4040-09/10; 4042-09/10; 4045-09/10; 4026-06/07 and 4043-04/05. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
(6) Approve request for PSC # 4046-09/10 on the condition that the City Administrator meet with IFPTE Local 21 to discuss how various skill sets in public opinion research can be transferred to existing civil service classifications or whether a new civil service classification or family of classifications can be created for the transfer of such skills. There being no obligation on the part of the City Administrator's Office at this time or at any time to effectuate such a skills transfer. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0317-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-09/10	Department of Technology	$1,700,000	Will provide the City with Telecom maintenance support for the Avaya voice solutions. This will be for the continuation of services to monitor and administer Avaya telephone switches and telecom networks used by all City departments.	Regular	09/30/10

Speakers: Kendall Gary, Department of Technology
David German, Department of Technology

Action: Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0263-09-2 **Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 7)**

September 21, 2009: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted.

Speakers: Steve Ponder, Department of Human Resources
Barbara Moy, Department of Public Works
Kim Waldron, IFPTE Local 21
Jason Rohwer, IFPTE Local 21
Vitus Leung, City Administrator's Office
Carlos Ferreira, 6230 Street Inspector

Action: Continue to the meeting of October 19, 2009. The Commission requested that the Department of Human Resources and Department of Public Works meet with IFPTE Local 21 to discuss issues of training and the duties to be assigned to the Street Inspectors classifications. (Vote of 4 to 0)

0332-08-6 **Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 8)**

August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.

September 21, 2009: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted.

Speakers: Janie White, Department of Human Resources
Virginia Harmon, Municipal Transportation Agency
Maria Cordero, Municipal Transportation Agency
Edward Campos, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal of Edward Campos. (Vote of 4 to 0)

Note: It was noted by the Commission that Mr. Campos walked out of the hearing room while the Commissioners were deliberating on his appeal.

0870-07-6 **Appeal by Brian Garrett of the Human Resources Director's determination of insufficient evidence to support his complaint of discrimination and retaliation. (Item No. 9)**

Speakers: Susan Kim, Airport Commission
Brian Garrett, Appellant
Charles Mader
Steve Pitocchi, SEIU Local 1021
Steven Frunk in support of Brian Garrett

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Brian Garrett. (Vote of 4 to 0)

0002-09-4 **Appeal by Michael Branner of his background rejection for a 2708 Custodian position with the Airport Commission. (Item No. 10)**

Speakers: Alexander Lawrence, Airport Commission
Michael Branner, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Branner. (Vote of 4 to 0)

0593-07-7 **Determination of future employability: permanent civil service appointment of Efren Roman, Senior Eligibility Worker (Job Code 2905), with the Human Services Agency. (Item No. 11)**

Speakers: None.

Action: No future employment with the Human Services Agency. (Vote of 4 to 0) Mr. Roman failed to appear.

0319-09-1 **Report on the Department of Human Resources Efforts to Revise the Employee Relations Ordinance. (Item No. 12)**

Speakers: Martin Gran, Department of Human Resources

Action: Accept the report. (Vote of 3 to 0)

0320-09-1 **Fiscal Year 2009-10 Goals and Objectives. (Item No. 13)**

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report; Approve Fiscal Year 2009-10 Goals and Objectives. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 14)

Ted Yamasaki, Department of Human Resources provided a brief update on the Citywide Layoffs and Procedures. The Executive Officer was directed to place the matter on the Agenda for October 19, 2009.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 15)

1) President Gorrono requested the Executive Officer to arrange a meeting with the City Attorney to discuss legal services for the Commission for Fiscal Year 2009-10.

2) President Gorrono requested that the comments made by Commissioner Casper on the Edward Campos matter be transcribed and provided to Mr. Campos as he was not present to hear the reasons for the denial of his appeal when he walked out of the hearing room.

ADJOURNMENT (Item No 16)

7:49 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 19, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 19, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of October 5, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0316-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-09/10	Public Utilities Commission	$5,000,000	Will provide specialized and technical engineering services related to the design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments.	Regular	01/31/15

October 5, 2009: Postpone to the meeting of October 19, 2009 at the request of the Public Utilities Commission.

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

(6) Review of request for approval of proposed personal services contracts. (File No. 0331-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-09/10	Children and Families Commission	$600,000	Will provide early intervention for children enrolled at Preschool for all sites in San Francisco and participate in the triage process with the High Risk Infant Interagency Council to screen and assess children referred by HRIIC; provide speech and occupational therapy services to preschool-age children.	Regular	06/20/13
4053-09/10	Human Resources	$250,000	Will provide third-party administration of the City's Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) employee drug and alcohol testing program; and provide non-DOT/FMCSA employee drug and alcohol testing on an as-needed basis.	Regular	12/31/12
4054-09/10	San Francisco Municipal Transportation Agency	$250,000	Will provide Software as a Service (SaaS) Software Application to manage the activities of Capital Planning, Capital Investment and Grants Management.	Regular	10/31/12
4056-09/10	Department of Emergency Management	$150,000	Will apply previous research and experience from the Kobe Earthquake, Northridge Earthquake, Loma Prieta Earthquake, 9-11, Hurricane Katrina, FEMA regulations and HAZUS development to assist City with long-term post-disaster recovery project development.	Regular	01/01/11
4055-09/10	San Francisco Police Department	Increase Amount $50,000 New Amount $100,000	Will provide background investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice System, Credit Reporting Agencies, and Department of Motor Vehicles.	Modi-fication	10/31/10

4003-08/09	Children & Families Commission	Increase Amount $63,699 New Amount $163,699	Will provide science curriculum enhancement services to Preschool for all sites throughout all neighborhoods of San Francisco.	Modi-fication	08/31/10
4179-06/07	Mayor's Office of Housing	Increase Amount $160,000 New Amount $300,000	Will provide lead risk assessment and analysis of properties; collect dust wipes; conduct XRF and soil sample evaluations in accordance with HUD and other federal guidelines; submit assessment and analytical reports to Mayor's Office of Housing.	Modi-fication	06/30/10
4159-06/07	Human Resources	Increase Amount $100,000 New Amount $300,000	Will provide online harassment prevention training for supervisors and managers that meets the requirements of Government Code Section 12950.1. Modification to exercise 2-year extension of the contract.	Modi-fication	05/31/12

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (File No. 0263-09-2) – Action Item

September 21, 2009: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted.

October 5, 2009: Continue to the meeting of October 19, 2009. The Commission requested that the Department of Human Resources and Department of Public Works meet with IFPTE Local 21 to discuss issues of training and the duties to be assigned to the Street Inspectors classifications.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by IFPTE Local 21.

(8) Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (File No. 0027-07-6) – Action Item

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

File No. 0027-07-6 (continued)

Note:	Commissioners Morgan Gorrono and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
November 19, 2007:	Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
August 17, 2009:	Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.
September 21, 2009:	Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources.
Recommendation:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Virginia Morgan.

(9) **Appeal by Torre Major of the Human Resources Director's finding of insufficient evidence to sustain his charge of harassment and disparate treatment. (File No. 0119-08-6) – Action Item**

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Torre Major.

(10) **Appeal by Alfred Yee-Pun Lam of the Human Resources Director's determination to administratively close his charge of discrimination. (File No. 0219-08-6) – Action Item**

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alfred Yee-Pun Lam.

HUMAN RESOURCES DIRECTOR'S REPORT

(11) **Update on Citywide Layoff Procedures. (File No. 0332-09-1) - Action Item**

Recommendation:	Accept and file the report.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/19/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

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OCT 22 2009

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MINUTES
Regular Meeting
October 19, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

ROLL CALL

President Morgan R. Gorrono	Not Present (Notified absence)
Vice President E. Dennis Normandy	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

Vice President E. Dennis Normandy presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 5, 2009

Action: Approve. (Vote of 4 to 0)

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0316-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-09/10 *Withdrawn*	Public Utilities Commission	$5,000,000	Will provide specialized and technical engineering services related to the design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments.	Regular	01/31/15

October 5, 2009: Postpone to the meeting of October 19, 2009 at the request of the Public Utilities Commission.

Speakers: None.

Action: Approve the request by the Public Utilities Commission to withdraw PSC #4043-09/10. (Vote of 4 to 0)

0331-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-09/10	Children and Families Commission	$600,000	Will provide early intervention for children enrolled at Preschool for all sites in San Francisco and participate in the triage process with the High Risk Infant Interagency Council to screen and assess children referred by HRIIC; provide speech and occupational therapy services to preschool-age children.	Regular	06/20/13
4053-09/10	Human Resources	$250,000	Will provide third-party administration of the City's Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) employee drug and alcohol testing program; and provide non-DOT/FMCSA employee drug and alcohol testing on an as-needed basis.	Regular	12/31/12
4054-09/10	San Francisco Municipal Transportation Agency	$250,000	Will provide Software as a Service (SaaS) Software Application to manage the activities of Capital Planning, Capital Investment and Grants Management.	Regular	10/31/12
4056-09/10	Department of Emergency Management	$150,000	Will apply previous research and experience from the Kobe Earthquake, Northridge Earthquake, Loma Prieta Earthquake, 9-11, Hurricane Katrina, FEMA regulations and HAZUS development to assist City with long-term post-disaster recovery project development.	Regular	01/01/11
4055-09/10	San Francisco Police Department	Increase Amount $50,000 New Amount $100,000	Will provide background investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice System, Credit Reporting Agencies, and Department of Motor Vehicles.	Modi-fication	10/31/10
4003-08/09	Children & Families Commission	Increase Amount $63,699 New Amount $163,699	Will provide science curriculum enhancement services to Preschool for all sites throughout all neighborhoods of San Francisco.	Modi-fication	08/31/10
4179-06/07	Mayor's Office of Housing	Increase Amount $160,000 New Amount $300,000	Will provide lead risk assessment and analysis of properties; collect dust wipes; conduct XRF and soil sample evaluations in accordance with HUD and other federal guidelines; submit assessment and analytical reports to Mayor's Office of Housing.	Modi-fication	06/30/10

4159-06/07	Human Resources	Increase Amount $100,000 New Amount $300,000	Will provide online harassment prevention training for supervisors and managers that meets the requirements of Government Code Section 12950.1. Modification to exercise 2-year extension of the contract.	Modi-fication	05/31/12

Speakers: Ingrid Mezquita, Children and Families Commission spoke on PSC #4052-09/10.
Debbie Baker, Department of Human Resources spoke on PSC #4053-09/10.
Rob Dudgeon, Department of Emergency Management spoke on PSC #4056-09/10.
Alice Villagomez, San Francisco Police Department spoke on PSC #4055-09/10.
Sonia Delgado-Schaumberg, Mayor's Office of Housing spoke on PSC #4179-06/07.
Linda Simon, Department of Human Resources spoke on PSC #4159-06/07.

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0263-09-2 **Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 7)**

September 21, 2009: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted.

October 5, 2009: Continue to the meeting of October 19, 2009. The Commission requested that the Department of Human Resources and Department of Public Works meet with IFPTE Local 21 to discuss issues of training and the duties to be assigned to the Street Inspectors classifications.

Speakers: Kim Waldron, IFPTE Local 21
Barbara Moy, Department of Public Works

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by IFPTE Local 21 pursuant to the agreement reached by the Department of Public Works and IFPTE Local 21. (Vote of 4 to 0)

0027-07-6 **Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 8)**

August 20, 2007:	Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
October 1, 2007:	Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
Note:	Commissioners Morgan Gorrono and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
November 19, 2007:	Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
August 17, 2009:	Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.
September 21, 2009:	Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources.
Speakers:	Virginia Morgan, Appellant Dave Gossman, Operating Engineers Local 3 Representative Diana Garcia, Department of Human Resources Kevin Teehan, Recreation and Parks Department Anthony Lee, Recreation and Parks Department Dave Young, Recreation and Parks Department Paul Zarefsky, Deputy City Attorney
Action:	Continue to a meeting when Ms. Linda Migliore of the Recreation and Parks Department is available to appear as requested by the Commission. (Vote of 4 to 0)

0119-08-6 **Appeal by Torre Major of the Human Resources Director's finding of insufficient evidence to sustain his charge of harassment and disparate treatment. (Item No. 9)**

Speakers:	Susan Kim, Airport Commission Alex Lawrence, Airport Commission Torre Major, Appellant Steve Pitocchi, SEIU Local 1021 Joseph Velasquez
Action:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Torre Major. (Vote of 4 to 0)

0219-08-6 **Appeal by Alfred Yee-Pun Lam of the Human Resources Director's determination to administratively close his charge of discrimination. (Item No. 10)**

Speakers: Linda Simon, Department of Human Resources
Alfred Lam, Appellant
Nicholas Zeltzer, Attorney
George Hsu, Interpreter

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alfred Yee-Pun Lam without prejudice to Mr. Lam's bringing appeals from other claims now pending or determined by the Human Resources Director, other than the claim now before the Commission. (Vote of 4 to 0)

0332-09-1 **Update on Citywide Layoff Procedures. (Item No. 11)**

Speakers: Ted Yamasaki, Department of Human Resources
Kerry Ko, Department of Human Resources

Action: Accept and file the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No 13)

Commissioner Boatwright inquired about the pagination and layout of the staff reports to the Commissioners. She asked if there is a better system of filing the material where it will be easier to follow. She requested staff to search for a method that would provide the Commissioners the ability to quickly search for a document during the meeting.

Commissioner Casper echoed Commissioner Boatwright's request and further stated that one practical solution would be to get a Bates Stamp. It's for numbering pages and it changes automatically so that when attention is called to a particular page we can just look at that number.

Commissioner Normandy suggested that each section be date stamped separately.

Commissioner Jung requested that the same material not be copied over and over again.

ADJOURNMENT (Item No 14)

6:16 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

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MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, November 2, 2009

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. *Ricci v. DeStefano*, --- U.S. ---, 129 S.Ct. 2658, 77 USLW 4639, 09 Cal. Daily Op. Serv. 8212, 2009 Daily Journal D.A.R. 9567 (United States Supreme Court, June 29, 2009). Significant exposure to litigation pursuant to California Government Code sec. 54956.9(b) and San Francisco Administrative Code sec. 67.10(d).

CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – ONE OR MORE CASES AS POTENTIAL DEFENDANT (DISCUSSION AND POSSIBLE ACTION)

A) Public Comment on all matters pertaining to the closed session.

B) Vote on whether to invoke the attorney-client privilege and go into closed session to confer with counsel pursuant to California Government Code sec. 54956.9(b) and San Francisco Administrative Code sec. 67.10(d). **(Action Item)**

C) CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – ONE OR MORE CASES AS POTENTIAL DEFENDANT. SUBJECT: *RICCI V. DESTEFANO* (DISCUSSION AND POSSIBLE ACTION ITEM)

D) Reconvene in open session:

1) Vote to elect whether to disclose discussion in closed session pursuant to San Francisco Administrative Code sec. 67.12(a). **(Action Item)**

2) Disclosure of action taken in closed session within the meaning of California Government Code sec. 54957.1(a)(2)/(3) and San Francisco Administrative Code sec. 67.12(b)(2)/(3).

August 17, 2009: The Commission voted not to disclose any or all discussions held in closed session.

Recommendation: Open for discussion.

III. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 10/27/09

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

Civil Service Commission

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November 02, 2009 Special Meeting

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Minutes of Special Meeting – Closed Session

Monday, November 2, 2009
1:00 p.m.

I. The Special Meeting was called to order at 1:06 p.m.

Present: President Morgan R. Gorrono
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper

Not Present: Commissioner Mary Y. Jung (Notified Absence)
Vice President E. Dennis Normandy (Notified Absence)

President Morgan R. Gorrono presided.

II. *Ricci v. DeStefano*, --- U.S. ---, 129 S.Ct. 2658, 77 USLW 4639, 09 Cal. Daily Op. Serv. 8212, 2009 Daily Journal D.A.R. 9567 (United States Supreme Court, June 29, 2009). Significant exposure to litigation pursuant to California Government Code sec. 54956.9(b) and San Francisco Administrative Code sec. 67.10(d).

CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – ONE OR MORE CASES AS POTENTIAL DEFENDANT (DISCUSSION AND POSSIBLE ACTION)

A) **Public Comment on all matters pertaining to the Agenda item and the potential closed session.**

None.

B) **Vote on whether to invoke the attorney-client privilege and go into closed session to confer with counsel pursuant to California Government Code sec. 54956.9(b) and San Francisco Administrative Code sec. 67.10(d). (Action Item)**

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

C) CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – ONE OR MORE CASES AS POTENTIAL DEFENDANT. SUBJECT: *RICCI V. DESTEFANO* (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 1:10 p.m. in City Hall, Room 400 and the following were present:

Morgan R. Gorrono, President, CSC
Joy Y. Boatwright, Commissioner
Donald A. Casper, Commissioner
Sandra Eng, Assistant Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Alice Villagomez, Human Resources Director, SFPD
Paul Zarefsky, Deputy City Attorney
Stacey Lucas, Deputy City Attorney
Elizabeth Salveson, Chief Labor Attorney
Micki Callahan, Human Resources Director
John Kraus, Department of Human Resources
Ben Houston, Human Resources Manager, SFPD

Closed Session ended at 1:52 p.m.

D) **Reconvened in Open Session at 1:52 p.m.**

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12 (a)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0)

III. Adjournment

1:53 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

65
11/2/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 2, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
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H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 2, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of October 19, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0335-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4057-09/10	Port Commission	$750,000	Provide structural engineering services for Pier 35 Cruise Terminal substructure repair work. Services include finalizing detailed repair plan for substructure concrete deck and piles; final design plans, specifications & cost estimates for a construction contract.	Regular	11/30/13
4058-09/10	Emergency Management	$200,000	Provide services to develop a training & exercise course program as part of joint project between Bay Area UASI & Los Angeles/Long Beach UASI. The advance EOC course will train emergency management mutual aid personnel to coordinate response support following large catastrophic disasters.	Regular	06/30/10
4059-09/10	Department of Technology	$200,000	Provide equipment, installation, & satellite communication services that include publicly switched telephone, very small aperture terminals, broadband global area network, & single channel per carrier; installation of mobile & fixed satellite terminal equipment; on-site end-user training.	Regular	12/31/11
4056-08/09	GSA – OCA/ Purchasing	Increase Amount ($81,000,000) New Amount $39,000,000	Will provide as-needed, project specific services for a variety of highly specialized information technology (IT) projects, including system design, business analysis, software design, programming, & configuration. Modification to correct original PSC amount to $24 million for services, and increase to $39 million for additional IT services.	Modi-fication	12/31/11
4187-06/07	Public Utilities Commission	Increase Amount $6,300,000 New Amount $13,800,000	Will provide as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services.	Modi-fication	05/19/13

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2010. (File No. 0336-09-1) - Action Item**

Recommendation: Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (File No. 0027-07-6) – Action Item**

August 20, 2007:	Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
October 1, 2007:	Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
Note:	Commissioners Morgan Gorrono and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
November 19, 2007:	Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
August 17, 2009:	Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.
September 21, 2009:	Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources.

File No. 0027-07-6 (continued)

October 19, 2009:	Continue to a meeting when Ms. Linda Migliore of the Recreation and Parks Department is available to appear as requested by the Commission.
Recommendation:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Virginia Morgan.

(8) **Appeal by Early Vinson of his background rejection for a 9163 Transit Operator position at the Municipal Transportation Agency. (File No. 0293-09-4) – Action Item**

Recommendation of the Director of Transportation:	Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Early Vinson.

(9) **Report on Commission staff analysis of proposals from the Department of Human Resources on Civil Service Reform Phase II. Merit system issues that may be addressed include but are not limited to: Certification Rules; Appeals; Examinations; Promotive appointments and opportunities; Recognition of seniority; policy on Conviction History; Civil Service Rules – i.e. Rules consolidation, Recommendations to update, simplify, clarify the Rules on Fitness for Duty, Leaves of Absence, Employee Relations Ordinance (ERO), Rule 118 – Conflict of Interest, Rule 115 – Rules Related to Employment of Persons with Disabilities, Near lists; Release during Probationary Period; and General update of proposals made in 2005 Civil Service Reform Recommendations. (File No. 0331-09-1) – Action Item**

February 2, 2009:	Schedule a Special Meeting for Monday, February 23, 2009 at 2:00 p.m. in Room 400 City Hall for a briefing on Civil Service Reform.
February 23, 2009:	The Commission took no action.
Commission Direction:	1) The Commission requested the Department of Human Resources to provide specific details on each of the recommendations to the Commission and all interested parties for transparency. 2) The Commission also directed the Executive Officer to schedule special meeting(s) to continue the Department of Human Resources presentation on Civil Service Reform proposals and provide interested parties opportunity to address the recommendations.
March 30, 2009:	The Commission took no action.
Recommendation:	Open for discussion.

(10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(12) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 2, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GOVERNMENT
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PUBLIC LIBRARY

CALL TO ORDER

2:10 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present (Left at 5:37 p.m. Missed Items 9,10,11,12)
Commissioner Joy Y. Boatwright	Not Present (Notified absence)
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

John Hutchinson of Kraus Maintenance stated that he performed an inspection of equipment used by Virginia Morgan. (Agenda Item #7)

Bonita McGee, Public Utilities Commission requested to postpone PSC #4187-06/07 to the meeting of November 16, 2009.

APPROVAL OF MINUTES

Regular Meeting of October 19, 2009

Action: Approve. (Vote of 4 to 0)

0335-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4057-09/10	Port Commission	$750,000	Provide structural engineering services for Pier 35 Cruise Terminal substructure repair work. Services include finalizing detailed repair plan for substructure concrete deck and piles; final design plans, specifications & cost estimates for a construction contract.	Regular	11/30/13
4058-09/10	Emergency Management	$200,000	Provide services to develop a training & exercise course program as part of joint project between Bay Area UASI & Los Angeles/Long Beach UASI. The advance EOC course will train emergency management mutual aid personnel to coordinate response support following large catastrophic disasters.	Regular	06/30/10
4059-09/10	Department of Technology	$200,000	Provide equipment, installation, & satellite communication services that include publicly switched telephone, very small aperture terminals, broadband global area network, & single channel per carrier; installation of mobile & fixed satellite terminal equipment; on-site end-user training.	Regular	12/31/11
4056-08/09	GSA – OCA/ Purchasing	Increase Amount ($81,000,000) New Amount $39,000,000	Will provide as-needed, project specific services for a variety of highly specialized information technology (IT) projects, including system design, business analysis, software design, programming, & configuration. Modification to correct original PSC amount to $24 million for services, and increase to $39 million for additional IT services.	Modi-fication	12/31/11
4187-06/07 *Postpone to meeting of 11/16/09*	Public Utilities Commission	Increase Amount $6,300,000 New Amount $13,800,000	Will provide as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services.	Modi-fication	05/19/13

Speakers: Norma Nelson, Joe Roger and Winnie Lee, Port Commission spoke on PSC #4057-09/10.
Joseph John, Department of Technology spoke on PSC #4059-09/10.
Jackie Fong, Office of Contract Administration spoke on PSC #4056-08/09.

Action:

(1) Postpone PSC #4187-06/07 to the meeting of November 16, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
(2) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0336-09-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 2010. (Item No. 6)

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 7)

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Gorrono and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

August 17, 2009: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

September 21, 2009: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources.

October 19, 2009: Continue to a meeting when Ms. Linda Migliore of the Recreation and Parks Department is available to appear as requested by the Commission.

Speakers:
Diana Garcia, Department of Human Resources
Virginia Morgan, Appellant
Jack Smith, Recreation and Parks Department Employee
Linda Migliore, Recreation and Parks Department Employee
John Hutchinson, Kraus Maintenance
David Gossman, Business Agent, Operating Engineers Local 3
Theresa Looney, Recreation and Parks Department Employee
Mary White, Recreation and Parks Department Employee
Kevin Jackson, Recreation and Parks Department Employee

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Virginia Morgan. (Vote of 4 to 0)

0293-09-4 **Appeal by Early Vinson of his background rejection for a 9163 Transit Operator position at the Municipal Transportation Agency. (Item No. 8)**

Speakers: None.

Action: The Commission had questions it wanted to ask the appellant who failed to appear. Postpone to the meeting of November 16, 2009. (Vote of 4 to 0)

0331-09-1 **Report on Commission staff analysis of proposals from the Department of Human Resources on Civil Service Reform Phase II. Merit system issues that may be addressed include but are not limited to: Certification Rules; Appeals; Examinations; Promotive appointments and opportunities; Recognition of seniority; policy on Conviction History; Civil Service Rules – i.e. Rules consolidation, Recommendations to update, simplify, clarify the Rules on Fitness for Duty, Leaves of Absence, Employee Relations Ordinance (ERO), Rule 118 – Conflict of Interest, Rule 115 – Rules Related to Employment of Persons with Disabilities, Near lists; Release during Probationary Period; and General update of proposals made in 2005 Civil Service Reform Recommendations. (Item No. 9)**

February 2, 2009: Schedule a Special Meeting for Monday, February 23, 2009 at 2:00 p.m. in Room 400 City Hall for a briefing on Civil Service Reform.

February 23, 2009: The Commission took no action.

Commission Direction: 1) The Commission requested the Department of Human Resources to provide specific details on each of the recommendations to the Commission and all interested parties for transparency.
2) The Commission also directed the Executive Officer to schedule special meeting(s) to continue the Department of Human Resources presentation on Civil Service Reform proposals and provide interested parties opportunity to address the recommendations.

March 30, 2009: The Commission took no action.

Speakers: Jennifer Johnston, Department of Human Resources
Luz Morganti, Civil Service Commission
Steve Ponder, Department of Human Resources

Action: The Commission took no action.

0331-09-1 (continued)

Commission Direction: 1) The Commission directed staff to provide clarification and history of its analysis of various Leaves of Absence provisions in Rule Series 020.
2) The Commission requested the Department of Human Resources to provide additional information and a City Attorney opinion regarding supplemental disability benefits.
3) Schedule meeting(s) to continue presentation of staff analysis of DHR's Civil Service Reform Proposals focusing on each proposal.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 10)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

None.

ADJOURNMENT (Item No. 12)

5:56 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

6/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 16, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GOVERNMENT
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NOV - 9 2009

SAN FRANCISCO
PUBLIC LIBRARY

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 16, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of November 2, 2009

Recommendation: Approve.

Regular Meeting of November 2, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0335-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4187-06/07	Public Utilities Commission	Increase Amount $6,300,000 New Amount $13,800,000	Will provide as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services.	Modi-fication	05/19/13

November 2, 2009: Postpone to the meeting of November 16, 2009 at the request of the Public Utilities Commission.

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

(6) Review of request for approval of proposed personal services contracts. (File No. 0349-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-09/10	Municipal Transportation Agency	$6,000,000	Provide financial advisory services on an as-needed basis. MTA intends to select a pool of consultants to assist with developing a long-term financial plan to ensure funding for major capital projects. Services include financial planning, debt management, project analysis, financing document development, bond marketing, and related services.	Regular	11/01/14
4062-09/10	Mayor's Office of Housing	$375,000	Provide lead risk assessment and analysis of privately owned single family homes and tenant occupied multi-family properties. Services also include collecting dust wipes, conducting XRF and soil sample evaluations in accordance with HUD and other Federal guidelines.	Regular	06/30/13
4063-09/10	Mayor's Office of Housing	$300,000	Perform project monitoring for lead hazard reduction and rehab work of participating properties that include privately owned single family homes and tenant occupied multi-family properties. Services include verifying contractor compliance with City and State regulations, conducting clearance inspections in accordance with HUD & Federal guidelines, submit assessment and analytical reports to MOH.	Regular	06/30/13

4061-09/10	Mayor's Office of Economic & Workforce Development	Increase Amount $46,000 New Amount $95,000	Provide design development and construction documentation services for the proposed construction of a skatepark to be located at the northwest corner of Mission and Duboce Streets. Modification of the contract for additional services to complete the construction documentation of the proposed project.	Modi-fication	12/31/11

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0350-09-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Early Vinson of his background rejection for a 9163 Transit Operator position at the Municipal Transportation Agency. (File No. 0293-09-4) – Action Item

November 2, 2009: The Commission had questions it wanted to ask appellant who failed to appear. Postpone to the meeting of November 16, 2009.

Recommendation of the Director of Transportation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Early Vinson.

(9) Appeal by Sonya Knudsen of the Human Resources Director's decision to administratively close her complaint of discrimination. (File No. 0374-08-6) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Sonya Knudsen.

(10) Appeal by Frank Chen of the Human Resources Director's determination to dismiss his charge of discrimination. (File No. 0021-09-6) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Frank Chen.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: termination-dismissal of permanent civil service appointment of Jeanette Molex, Transit Operator (Job Code 9163), San Francisco Municipal Transportation Agency. (File No. 0096-09-7) – Action Item**

Recommendation:

(1) Cancel any current examination and eligibility status;
(2) No future employment with the San Francisco Municipal Transportation Agency;
(3) Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two years work experience outside the City and County service.

(12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES
Regular Meeting
November 16, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:08 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Not Present (Notified absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of November 2, 2009

Action: Approve. (Vote of 4 to 0)

Regular Meeting of November 2, 2009

Action: Approve. (Vote of 4 to 0)

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0335-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4187-06/07	Public Utilities Commission	Increase Amount $6,300,000 New Amount $13,800,000	Will provide as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services.	Modi-fication	05/19/13

November 2, 2009: Postpone to the meeting of November 16, 2009 at the request of the Public Utilities Commission.

Speakers: Ivy Fine, Carol Isen and Anna Roche, Public Utilities Commission spoke on PSC #4187-06/07.

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0349-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-09/10 *Postpone to the meeting of 12/7/09*	Municipal Transportation Agency	$6,000,000	Provide financial advisory services on an as-needed basis. MTA intends to select a pool of consultants to assist with developing a long-term financial plan to ensure funding for major capital projects. Services include financial planning, debt management, project analysis, financing document development, bond marketing, and related services.	Regular	11/01/14
4062-09/10	Mayor's Office of Housing	$375,000	Provide lead risk assessment and analysis of privately owned single family homes and tenant occupied multi-family properties. Services also include collecting dust wipes, conducting XRF and soil sample evaluations in accordance with HUD and other Federal guidelines.	Regular	06/30/13
4063-09/10	Mayor's Office of Housing	$300,000	Perform project monitoring for lead hazard reduction and rehab work of participating properties that include privately owned single family homes and tenant occupied multi-family properties. Services include verifying contractor compliance with City and State regulations, conducting clearance inspections in accordance with HUD & Federal guidelines, submit assessment and analytical reports to MOH.	Regular	06/30/13
4061-09/10	Mayor's Office of Economic & Workforce Development	Increase Amount $46,000 New Amount $95,000	Provide design development and construction documentation services for the proposed construction of a skatepark to be located at the northwest corner of Mission and Duboce Streets. Modification of the contract for additional services to complete the construction documentation of the proposed project.	Modi-fication	12/31/11

0349-09-8 (continued)

Speakers: Steven Lee, Municipal Transportation Agency and Joe Brenner, IFPTE Local 21 spoke on PSC #4060-09/10.
Myrna Melgar, Mayor's Office of Housing and Joe Brenner, IFPTE Local 21 spoke on PSC #4063-09/10.

Action:
(1) Postpone PSC #4060-09/10 to the meeting of December 7, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
(2) Approve request for proposed personal services contract #4062-09/10 on the condition that: 1) the Mayor's Office of Housing (MOH) and the Department of Public Health (DPH) meet with IFPTE Local 21 to discuss the practicality and feasibility of the risk assessment and lead analysis work being performed by duly licensed employees of DPH and in compliance with HUD analysis and reporting guidelines; 2) that the MOH, DPH and IFPTE Local 21 report back to the Commission within six months concerning their discussions; and 3) Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
(3) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0350-09-1 **Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 7)**

Speakers: Karen Taylor, Municipal Transportation Agency

Action: Adopt the report. (Vote of 4 to 0)

0293-09-4 **Appeal by Early Vinson of his background rejection for a 9163 Transit Operator position at the Municipal Transportation Agency. (Item No. 8)**

November 2, 2009: The Commission had questions it wanted to ask appellant who failed to appear. Postpone to the meeting of November 16, 2009.

Speakers: Kathy Fowlis, Municipal Transportation Agency

Action: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Early Vinson. (Vote of 4 to 0) Mr. Vinson failed to appear.

0374-08-6 **Appeal by Sonya Knudsen of the Human Resources Director's decision to administratively close her complaint of discrimination. (Item No. 9)**

Speakers: Silvia Castellanos, Department of Human Resources
Gregory Cross, SEIU Local 1021
Sonya Knudsen, Appellant
Kathleen Smookler, San Francisco Airport Museum
Blake Summers, San Francisco Airport Museum

Action:

(1) Grant the appeal by Sonya Knudsen. The Commission finds that Museum Chief Curator Blake Summers did not act with a deliberate intention to discriminate under the ADA nor was his actions pretextual. Mr. Summers cannot be faulted for the choice he made, but the choice of a part-time schedule did not result in undue hardship for other employees to do their jobs or on the Airport Museum to perform its functions. Full time leave was not as effective as part-time leave. The choice of full-time leave appeared reasonable; but there was an even more reasonable choice that could have been made under the ADA. (Vote of 4 to 0)

(2) Insofar as allowable by the fiscal provisions of the Charter, that Ms. Knudsen's vacation and retirement account balance be adjusted to the level as if she had been working part time from November 2007 until the date of her return to full time duty. (Vote of 4 to 0)

(3) Amended to include the adjustment of sick leave balance, as allowable by the fiscal provisions of the Charter. (Vote of 4 to 0)

0021-09-6 **Appeal by Frank Chen of the Human Resources Director's determination to dismiss his charge of discrimination. (Item No. 10)**

Speakers: Diana Garcia, Department of Human Resources
Nicholas Zeltzer, Attorney
Frank Chen, Appellant
Dennis Doyle, Former Director, Juvenile Hall
Alfred Lam, Supporter of appellant
Linda Simon, Department of Human Resources
Oluchi Nnachi, Juvenile Probation Supervising Counselor

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Frank Chen. (Vote of 4 to 0)

0096-09-7 **Determination of future employability: termination-dismissal of permanent civil service appointment of Jeanette Molex, Transit Operator (Job Code 9163), San Francisco Municipal Transportation Agency. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of December 7, 2009 at the request of Spencer Smith, Attorney. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

5:45 p.m.

At the request of President Morgan R. Gorrono, the meeting is adjourned in memory of Sergeant George "Moose" Koniaris, San Francisco Police Department who passed away on November 9, 2009.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
December 7, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 7, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of November 16, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0349-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-09/10	Municipal Transportation Agency	$6,000,000	Provide financial advisory services on an as-needed basis. MTA intends to select a pool of consultants to assist with developing a long-term financial plan to ensure funding for major capital projects. Services include financial planning, debt management, project analysis, financing document development, bond marketing, and related services.	Regular	11/01/14

November 16, 2009: Postpone to the meeting of December 7, 2009 at the request of IFPTE Local 21.

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

(6) Review of request for approval of proposed personal services contracts. (File No. 0364-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4064-09/10	Municipal Transportation Agency	$6,500,000	Provide architectural & engineering services for the final design and construction of the Central Subway Project for design package #1, Utilities Relocation & Tunnel Design. Services include contract design management, verify/validate existing preliminary engineering design, verify cost & schedule for each construction contract, complete the final design for the tunnels & utility relocation, prepare construction contract documents, & provide engineering support during construction.	Regular	03/31/19
4065-09/10	General Services Administration	$3,000,000	Provide single, toll-free 800 telephone number for participating City departments to access telephonic language interpretation services in core languages, and must be available 24 hours a day, 365 days of the year. Translation services will be performed by individuals who are certified by the State of California and/or American Standards for Testing and Materials, or for legal and medical interpretation. Core languages will be defined as Cantonese & Mandarin Chinese, Spanish, Russian, Tagalog and Vietnamese.	Regular	12/31/12

4066-09/10	Airport Commission	$1,000,000	Provide services to upgrade /enhance SFO's current 800mhz & 450mhz conventional radio system by expanding with the addition of a 700mhz digital trunked system. Services to be performed in conjunction with SF Dept. of Emergency Management, SFMTA, and the Airport. The project will enhance SFO's interoperability with the City and surrounding Counties as they transition to the 700mhz network. Contractor will provide technical services to ensure proper installation and programming of the digitally trunked radio system.	Regular	12/15/10
4067-09/10	Public Utilities Commission	$150,000	Specialty contractor to assist the SFPUC with the application of the sodium percarbonate algaecide (brand name PAK-27) in local source water reservoirs, including but not limited to Calaveras Reservoir, San Antonio Reservoir, Crystal Springs Reservoir and San Andreas Reservoir	Regular	02/26/11
4068-09/10	Public Utilities Commission	$3,140,000	Provide continued technical support for the development of the Sewer System Master Plan report and associated environmental review process. The Sewer System Master Plan proposes a long-term strategy for the City's wastewater and storm water management, and identifies future capital projects to support the agreed upon levels of service.	Regular	12/31/12

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0365-09-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department – Volume II – Rule 213 – Certification of Eligibles – Police Department. (File No. 0366-09-5) – Action Item**

Recommendation: Post for meet and confer.

(9) **Appeal by Paula Leiato of the Human Resources Director's decision to dismiss her complaint of discrimination. (File No. 0235-09-6) – Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Paula Leiato.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) **Determination of future employability: dismissal of permanent civil service appointment of Keith Bynum, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0187-09-7) – Action Item**

July 6, 2009: Postpone to the meeting of December 7, 2009 at the request of Mrs. Sharon Bynum, mother of Keith Bynum.

Recommendation of the Human Resources Director: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the San Francisco Municipal Transportation Agency.

(11) **Determination of future employability: termination-dismissal of permanent civil service appointment of Jeanette Molex, Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0096-09-7) – Action Item**

November 16, 2009: Postpone to the meeting of December 7, 2009 at the request of Spencer Smith, Attorney.

Recommendation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two years work experience outside the City and County service. No future employment with the San Francisco Municipal Transportation Agency.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES
Regular Meeting
December 7, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present (Arrived at 2:15 p.m. Missed Item #s 1,2,3,4 and 9)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 16, 2009

Action: Approve. (Vote of 4 to 0)

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0349-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-09/10	Municipal Transportation Agency	$6,000,000	Provide financial advisory services on an as-needed basis. MTA intends to select a pool of consultants to assist with developing a long-term financial plan to ensure funding for major capital projects. Services include financial planning, debt management, project analysis, financing document development, bond marketing, and related services.	Regular	11/01/14

November 16, 2009: Postpone to the meeting of December 7, 2009 at the request of IFPTE Local 21.

Speakers: Steven Lee, Municipal Transportation Agency

Action: Approve request for proposed personal services contract #4060-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0364-09-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4064-09/10	Municipal Transportation Agency	$6,500,000	Provide architectural & engineering services for the final design and construction of the Central Subway Project for design package #1, Utilities Relocation & Tunnel Design. Services include contract design management, verify/validate existing preliminary engineering design, verify cost & schedule for each construction contract, complete the final design for the tunnels & utility relocation, prepare construction contract documents, & provide engineering support during construction.	Regular	03/31/19
4065-09/10	General Services Administration	$3,000,000	Provide single, toll-free 800 telephone number for participating City departments to access telephonic language interpretation services in core languages, and must be available 24 hours a day, 365 days of the year. Translation services will be performed by individuals who are certified by the State of California and/or American Standards for Testing and Materials, or for legal and medical interpretation. Core languages will be defined as Cantonese & Mandarin Chinese, Spanish, Russian, Tagalog and Vietnamese.	Regular	12/31/12
4066-09/10	Airport Commission	$1,000,000	Provide services to upgrade /enhance SFO's current 800mhz & 450mhz conventional radio system by expanding with the addition of a 700mhz digital trunked system. Services to be performed in conjunction with SF Dept. of Emergency Management, SFMTA, and the Airport. The project will enhance SFO's interoperability with the City and surrounding Counties as they transition to the 700mhz network. Contractor will provide technical services to ensure proper installation and programming of the digitally trunked radio system.	Regular	12/15/10

4067-09/10	Public Utilities Commission	$150,000	Specialty contractor to assist the SFPUC with the application of the sodium percarbonate algaecide (brand name PAK-27) in local source water reservoirs, including but not limited to Calaveras Reservoir, San Antonio Reservoir, Crystal Springs Reservoir and San Andreas Reservoir	Regular	02/26/11
4068-09/10	Public Utilities Commission	$3,140,000	Provide continued technical support for the development of the Sewer System Master Plan report and associated environmental review process. The Sewer System Master Plan proposes a long-term strategy for the City's wastewater and storm water management, and identifies future capital projects to support the agreed upon levels of service.	Regular	12/31/12

Speakers: John Funghi, Municipal Transportation Agency spoke on PSC #4064-09/10.
Joan Lubamersky and Adrienne Pon, General Services Agency spoke on PSC #4065-09/10.
Pauson Yun and Kent Nelson, Public Utilities Commission spoke on PSC #4067-09/10.

Action:
(1) Approve request for proposed personal services contract #s 4066-09/10 and 4068-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
(2) Approve request for proposed personal services contract #s 4064-09/10, 4065-09/10 and 4067-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0365-09-1 **Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 7)**

Speakers: None.

Action: Adopt the report. (Vote of 5 to 0)

0366-09-5 **Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Police Department – Volume II – Rule 213 – Certification of Eligibles – Police Department. (Item No. 8)**

Speakers: Anita Sanchez, Executive Officer

Action: Post for meet and confer. (Vote of 5 to 0)

Note: The Commission requested that the document on the bandwidth formula submitted by Commissioner Casper be included with the materials whenever this item is before the Commission.

0235-09-6 **Appeal by Paula Leiato of the Human Resources Director's decision to dismiss her complaint of discrimination. (Item No. 9)**

Speakers: None.

Action: Postpone to a future meeting at the request of the Executive Officer. (Vote of 4 to 0)

0187-09-7 **Determination of future employability: dismissal of permanent civil service appointment of Keith Bynum, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 10)**

July 6, 2009: Postpone to the meeting of December 7, 2009 at the request of Mrs. Sharon Bynum, mother of Keith Bynum.

Speakers: Chris Iborra, Municipal Transportation Agency

Action: Adopt the report. Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the San Francisco Municipal Transportation Agency. (Vote of 5 to 0) Mr. Bynum failed to appear.

0096-09-7 **Determination of future employability: termination-dismissal of permanent civil service appointment of Jeanette Molex, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 11)**

November 16, 2009: Postpone to the meeting of December 7, 2009 at the request of Spencer Smith, Attorney.

Speakers: Dow Patten, Attorney at Law
Jeanette Molex, Appellant
Chris Iborra, Municipal Transportation Agency

Action: Cancel any current examination and eligibility status;
No future employment with the San Francisco Municipal Transportation Agency in a position that requires a Class B or BP drivers license. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

3:24 p.m.

At the request of President Morgan R. Gorrono, the meeting is adjourned in memory of Lakewood Police officers Greg Richards, Tina Griswold and Ronald Owens and Sgt. Mark Renninger who were tragically shot and killed in Parkland, Washington on November 29, 2009. The Commission directed the Executive Officer to convey its condolences to the families.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

21/09

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
December 21, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

PUBLIC NOTICE:

The Commission will hold its holiday luncheon on Monday, December 21, 2009 at 12:00 noon at Soluna, 272 McAllister Street. No Commission business will be discussed or actions taken. Members of the public may attend solely to hear and observe the luncheon. For more information, please contact the Commission's Executive Officer.

Order of Business

CALL TO ORDER & ROLL CALL

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts

to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Chris Rustom, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Materials Distributed to Commissioners After Distribution of Agenda Packet
If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 21, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrono
Vice President E. Dennis Normandy
Commissioner Joy Y. Boatwright
Commissioner Donald A. Casper
Commissioner Mary Y. Jung

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of December 7, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATION AGENDA

(5) **Commendation for Belen Afable, Personnel Analyst, upon her retirement after thirty years of service to the City & County of San Francisco. (File No. 0371-09-1) – Action Item**

Recommendation: Adopt.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Review of request for approval of proposed personal services contracts. (File No. 0372-09-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-09/10	Art Commission	$200,000	Three or more artists, or artist teams, will design, fabricate, and install original artwork for each of three Dept. of Public Works Streetscape Improvement Projects: Leland Avenue, Valencia Avenue, and SOMA West.	Regular	12/31/11
4070-09/10	Department of Technology	$15,000,000	Provide as-needed information technology and telecommunication services, including system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture. Services are to be provided in conjunction with the acquisition of new information technology and telecommunication equipment.	Regular	12/31/13
4071-09/10	Municipal Transportation Agency	$2,000,000	Preparation of technical specifications and Unit Price Books containing 150,000 - 200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. The consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.	Regular	01/14/15

4072-09/10	Department of Public Health	$125,000	Provide software implementation and support services for an integrated call center application to be used in a new Call Center staffed by registered nurses. The new Call Center will dispense medical advice (nurse advice line) to current Department clients, and will also function as the first point of contact for clients wishing to receive services.	Regular	06/30/15
4029-05/06	Airport Commission	Increase Amount $8,000,000 New Amount $22,000,000	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects. Additional services include structural analysis, geotechnical reports, and hazardous material analysis and reports.	Modi-fication	12/31/13
4073-09/10	Public Utilities Commission	Increase Amount $25,000 New Amount $75,000	Provide auditing services to independently review and evaluate the use of revenue bond proceeds in the SFPUC Water System Improvement Program (WSIP) pursuant to San Francisco Administrative Code Section 5.31(c).	Modi-fication	07/15/10
4125-07/08	Public Utilities Commission	Increase Amount $13,500,000 New Amount $18,000,000	Will provide design of Hetch Hetchy Water & Power (HHWP) rehabilitation work of Power Infrastructure (PI) for reliability and the design of rehabilitation work of Power Infrastructure to meet Western Electricity Coordination Council regulatory compliance. The modification is intended for two as-needed contracts, each with identical scopes of work.	Modi-fication	07/31/13
4017-07/08	Public Utilities Commission	Increase Amount $5,000,000 New Amount $9,000,000	Will perform condition assessments on the HHWP conveyance system to develop sustainability plans for each large conveyance system component. Civil, corrosion, and mechanical engineering and other specialized engineering services are needed to complete these assessments.	Modi-fication	03/02/15

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of personal services contract. (File No. 0373-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-09/10	Municipal Transportation Agency	$39,949,959	Provide professional architectural & engineering services for the Final Design & Construction of the Central Subway Project – Design Package #2 Stations Design. Services include final design of the three underground subway stations (Mosconc, Union Square Market St. & Chinatown); and construction services that include contract design management, verify/validate existing preliminary engineering design, verify cost & schedule for each construction contract, engineering support duration construction, and other related services.	Regular	03/31/19

Recommendation: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

(8) Report from the Office of Economic & Workforce Development on the status of the conditional approval of personal services contract number 4066-08/09. (File No. 0563-08-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-08/09	Office of Economic & Workforce Development	$150,000	Will assist Office of Economic & Workforce Development (OEWD) with design and implementation of a system to support client tracking and performance management for Workforce Investment (WIA).	Regular	08/17/10

December 15, 2008: Adopt the Human Resources Director's report on PSC #4066-08/09 on the condition that within one year's time, the Office of Economic & Workforce Development shall report back to the Civil Service Commission on the progress of the communications with the Department of Technology relating to the possible transition of the work to civil service employees. Notify the offices of the Controller and the Purchaser.

Recommendation: Accept and file the report.

(9) Follow-Up Report from the Department of Public Health on the conditional approval of Personal Services Contract Number 2012-08/09. (File No. 0139-09-8) – Action Item

April 20, 2009: Continue to the meeting of May 18, 2009 to allow further discussions between the Department of Public Health and IFPTE Local 21.

May 18, 2009: Adopt the Human Resources Director's report on PSC #2012-08/09 on the condition that the Department of Public Health report back to the Commission at the meeting of July 6, 2009 on the progress of incorporating 2819 Health Educators into the work. Notify the offices of the Controller and the Purchaser.

July 6, 2009: Accept and file the report. Continue to report back to the Commission in six months.

Recommendation: Accept and file the report.

(10) <u>REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION</u>

(11) <u>COMMISSIONERS' ANNOUNCEMENTS/REQUESTS</u>

(12) <u>ADJOURNMENT</u>

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES
Regular Meeting
December 21, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

John Marian and Rachele Savola, SEIU Local 1021 stated their concerns regarding PSC #4070-09/10.

APPROVAL OF MINUTES

Regular Meeting of December 7, 2009

Action: Approve. (Vote of 5 to 0)

0371-09-1 **Commendation for Belen Afable, Personnel Analyst, upon her retirement after thirty years of service to the City & County of San Francisco. (Item No. 5)**

Speakers: Commissioner Donald A. Casper thanked Ms. Afable for her contributions and accomplishments during her City and County tenure.

Action: Adopt. (Vote of 5 to 0)

0372-09-8 **Review of request for approval of proposed personal services contracts. (File No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-09/10	Art Commission	$200,000	Three or more artists, or artist teams, will design, fabricate, and install original artwork for each of three Dept. of Public Works Streetscape Improvement Projects: Leland Avenue, Valencia Avenue, and SOMA West.	Regular	12/31/11
4070-09/10	Department of Technology	$15,000,000	Provide as-needed information technology and telecommunication services, including system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture. Services are to be provided in conjunction with the acquisition of new information technology and telecommunication equipment.	Regular	12/31/13
4071-09/10 *Postpone to the meeting of 01/04/10*	Municipal Transportation Agency	$2,000,000	Preparation of technical specifications and Unit Price Books containing 150,000 - 200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. The consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.	Regular	01/14/15
4072-09/10	Department of Public Health	$125,000	Provide software implementation and support services for an integrated call center application to be used in a new Call Center staffed by registered nurses. The new Call Center will dispense medical advice (nurse advice line) to current Department clients, and will also function as the first point of contact for clients wishing to receive services.	Regular	06/30/15
4029-05/06 *Postpone to the meeting of 01/04/10*	Airport Commission	Increase Amount $8,000,000 New Amount $22,000,000	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects. Additional services include structural analysis, geotechnical reports, and hazardous material analysis and reports.	Modi-fication	12/31/13
4073-09/10	Public Utilities Commission	Increase Amount $25,000 New Amount $75,000	Provide auditing services to independently review and evaluate the use of revenue bond proceeds in the SFPUC Water System Improvement Program (WSIP) pursuant to San Francisco Administrative Code Section 5.31(c).	Modi-fication	07/15/10

4125-07/08	Public Utilities Commission	Increase Amount ***$6,500,000*** New Amount ***$11,000,000***	Will provide design of Hetch Hetchy Water & Power (HHWP) rehabilitation work of Power Infrastructure (PI) for reliability and the design of rehabilitation work of Power Infrastructure to meet Western Electricity Coordination Council regulatory compliance. The modification is intended for two as-needed contracts, each with identical scopes of work.	Modi-fication	07/31/13
4017-07/08	Public Utilities Commission	Increase Amount ***$3,500,000*** New Amount ***$7,500,000***	Will perform condition assessments on the HHWP conveyance system to develop sustainability plans for each large conveyance system component. Civil, corrosion, and mechanical engineering and other specialized engineering services are needed to complete these assessments.	Modi-fication	03/02/15

Speakers: Vitus Leung and Richard Robinson, Department of Technology and Rachele Savola and John Marian, SEIU Local 1021 spoke on PSC #4070-09/10.
Drew Howard, Municipal Transportation Agency and Joe Brenner, IFPTE Local 21 spoke on PSC #4071-09/10.
Robert Longhitano and Sheila Kerr, Department of Public Health and Joe Brenner, IFPTE Local 21 spoke on PSC #4072-09/10.
Kofo Domingo, Public Utilities Commission spoke on PSC #4073-09/10.
Kofo Domingo and Margaret Hannaford, Public Utilities Commission spoke on PSC #4125-07/08.
David Scott and Margaret Hannaford, Public Utilities Commission spoke on PSC #4017-07/08.

Action:

(1) Postpone PSC #4071-09/10 to the meeting of January 4, 2010 at the request of IFPTE Local 21. The Commission stipulated there will be no further continuances. (Vote of 5 to 0)
(2) Postpone PSC #4029-05/06 to the meeting of January 4, 2010 at the request of the Airport Commission. (Vote of 5 to 0)
(3) Approve request for proposed personal services contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)
(4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0373-08-8 Review of request for approval of personal services contract. (File No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-09/10	Municipal Transportation Agency	$39,949,959	Provide professional architectural & engineering services for the Final Design & Construction of the Central Subway Project – Design Package #2 Stations Design. Services include final design of the three underground subway stations (Mosconc, Union Square Market St. & Chinatown); and construction services that include contract design management, verify/validate existing preliminary engineering design, verify cost & schedule for each construction contract, engineering support duration construction, and other related services.	Regular	03/31/19

Speakers: John Funghi, Municipal Transportation Agency

Action: Approve request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0563-08-8 Report from the Office of Economic & Workforce Development on the status of the conditional approval of personal services contract number 4066-08/09. (File No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-08/09	Office of Economic & Workforce Development	$150,000	Will assist Office of Economic & Workforce Development (OEWD) with design and implementation of a system to support client tracking and performance management for Workforce Investment (WIA).	Regular	08/17/10

December 15, 2008: Adopt the Human Resources Director's report on PSC #4066-08/09 on the condition that within one year's time, the Office of Economic & Workforce Development shall report back to the Civil Service Commission on the progress of the communications with the Department of Technology relating to the possible transition of the work to civil service employees. Notify the offices of the Controller and the Purchaser.

Speakers: None.

Action: Accept and file the report. (Vote of 5 to 0)

0139-09-8 **Follow-Up Report from the Department of Public Health on the conditional approval of Personal Services Contract Number 2012-08/09. (Item No. 9)**

April 20, 2009:	Continue to the meeting of May 18, 2009 to allow further discussions between the Department of Public Health and IFPTE Local 21.
May 18, 2009:	Adopt the Human Resources Director's report on PSC #2012-08/09 on the condition that the Department of Public Health report back to the Commission at the meeting of July 6, 2009 on the progress of incorporating 2819 Health Educators into the work. Notify the offices of the Controller and the Purchaser.
July 6, 2009:	Accept and file the report. Continue to report back to the Commission in six months.
Speakers:	Anne Okubo and Edwin Batongbacal, Department of Public Health
Action:	Accept the oral report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

President Morgan Gorrono requested a report and presentation from the Department of Human Resources regarding bumping rights and how it works to be scheduled at the next meeting.

He also requested that a copy of the original personal service contract be attached with the follow-up report from the department.

ADJOURNMENT

3:16 p.m.

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